DRYCLEANING & LAUNDRY EXPO 2008

Please mail/fax the forms listed below to arrive at Vista Convention Services before the Deadline Date shown. Please call our Exhibitor Service Department at 609-485-2421 if you have any questions.

DEADLINE DATE: Friday, October 3, 2008

Page (2) ..... BOOTH PACKAGE & EXHIBIT TIMES
Page (3) ..... EXHIBIT AREA INSTALLATION & DISMANTLE
Pages (4-5) ..... PAYMENT & CREDIT CARD AUTHORIZATION
Page (6) ..... PAYMENT POLICIES
Page (7) ..... PACKAGE PLAN
Page (8) ..... STANDARD BOOTH FURNISHINGS & CARPET ORDER FORM
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Page (12) ..... BOOTH CLEANING ORDER FORM
Page (13) ..... EXHIBITOR RIGHTS
Page (14) ..... LABOR ORDER FORM
Page (15) ..... HANGING OF CEILING SIGNS ORDER FORM
Page (16) ..... RIGGING LABOR ORDER FORM
Pages (17-18) ..... MACHINERY RATES MATERIAL HANDLING ORDER FORM
Pages (19-20) ..... MATERIAL HANDLING ORDER FORM
Page (21) ..... MATERIAL HANDLING RECAP
Page (22) ..... ADVANCE SHIPPING LABELS
Page (23) ..... ON-SITE DIRECT SHIPPING LABELS

Please mail/fax the forms listed below to the individual suppliers. Contact these suppliers directly regarding ordering services and Deadline Dates.

Page (24) ..... PHOTOGRAPHY ORDER FORM
Pages (25-26) ..... ELECTRICAL ORDER FORM
Page (27) ..... TELECOM & INTERNET ORDER FORM
Page (28) ..... PLUMBING ORDER FORM
Pages (29-30) ..... AV & COMPUTER RENTAL ORDER FORM
Page (31) ..... FLORAL ORDER FORM
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Pages (34-57) ..... AGILE BROCHURE
Pages (58-60) ..... AGILE PRICE LIST
Page (61) ..... AGILE ORDER FORM

DRYCLEANING & LAUNDRY EXPO 2008

ATLANTIC CITY CONVENTION CENTER
ATLANTIC CITY, NEW JERSEY
OCTOBER 25-26, 2008

6804 DELILAH ROAD
PO BOX 3000
PLEASANTVILLE, NJ 08232
Tel: (609) 485-2421 Fax: (609) 485-2392
WWW.VISTACS.COM

BOOTH PACKAGE AND EXHIBIT TIMES

SAT., OCT. 25 - 11:00 AM - 6:00 PM
SUN., OCT. 26 - 11:00 AM - 5:00 PM

Dear Exhibitor:

Vista Convention Services is pleased to have been selected as the official service contractor for this exposition. We recognize that your participation in this event is a vital part of your firm's marketing program, and we want to do everything possible to make it profitable and rewarding for you.

All questions regarding the convention's policies, space assignments, display limitations, and event schedules should be directed to:

DRYCLEANING & LAUNDRY EXPO
Attn: Leslie Schaeffer
801 Easton Road, Suite 2
Willow Grove, PA 19090
Tel: (215) 830-8495
Fax: (215) 830-8490

All questions regarding shipping, storage, furniture, and labor should be directed to:

Customer Service
VISTA CONVENTION SERVICES
6804 Delilah Road
PO Box 3000
Pleasantville, NJ 08232-0036
Tel: (609) 485-2421
Fax: (609) 485-2392
email: info@vistacs.com

Included in this service kit are order forms for various items you may require for your exhibit. **The Vista forms are to be returned to our office and the others to the specific contractor who is providing the service**. Please analyze and submit your order forms as early as possible.

Your booth is equipped with the following inventory. Additional equipment is available on the forms enclosed:

8' high backdrape - burgundy / white
3' high siderails - burgundy
7"x44" ID sign
Aisle Carpet - burgundy
Package Plan: *Standard Furniture & Carpet
*Standard Labor for Set-up & Dismantling
*Freight Handling, including Warehousing, Machinery & Display Materials

***It is important to note that these services are included in your basic fee providing you submit your orders by the deadline date of Friday, October 3, 2008, and meet assigned target dates. If these conditions are not met, additional charges may apply. For details, please refer to the Package Plan Page included in this kit.**

NOTE: EXHIBIT FLOOR IS CONCRETE.

DRYCLEANING & LAUNDRY EXPO 2008

EXHIBIT AREA INSTALLATION AND DISMANTLE

Set-Up Dates & Times

THURSDAY	OCTOBER 23, 2008 - 8:00 AM - 6:00 PM
FRIDAY	OCTOBER 24, 2008 - 8:00 AM - 6:00 PM

Exhibit Dates & Times

SATURDAY	OCTOBER 25, 2008 - 11:00 AM - 6:00 PM
SUNDAY	OCTOBER 26, 2008 - 11:00 AM - 5:00 PM

Dismantle Dates & Times

SUNDAY	OCTOBER 26, 2008 - 5:00 PM - 9:00 PM
MONDAY	OCTOBER 27, 2008 - 8:00 AM - 4:30 PM

****All exhibits must be dismantled and removed by Monday, October 27, 2008.****

Thank you,
Vista Convention Services
Customer Service

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PAYMENT & CREDIT CARD AUTHORIZATION FORM

DEADLINE DATE: OCTOBER 3, 2008

Please complete the information requested and return payment in full with this form and your orders. You may choose to pay by credit card, check or bank wire transfer, however, we require your credit card authorization to be on file with Vista Convention Services. For your convenience, we will use this authorization to charge your credit card for any additional amounts incurred as a result of show site orders placed by your representative for this event.

ORDER RECAP

Standard Booth Furnishings & Carpet Order Form..... $_____
Perfboard Order Form ..... $_____
Grid Walls Order Form ..... $_____
VCS Modular Rental Unit Order Form ..... $_____
Booth Cleaning Order Form..... $_____
Estimated Labor Order Form ..... $_____
Estimated Rigging Labor Order Form..... $_____
Estimated Sign Hanging Order Form ..... $_____
Estimated Material Handling Order Form..... $_____

SUB TOTAL $_____
*ADD 7% NJ SALES TAX $_____
NET AMOUNT DUE VISTA $_____

*** Note: All Services are Taxable in the State of NJ.**

INDICATE PAYMENT METHOD:

Check #_____ Dated_____ Amount $_____

Charge to: ☐ MasterCard ☐ VISA ☐ American Express
Indicate: ☐ Personal Credit Card ☐ Company Credit Card

Account # | | | | | | | | | | | | | | | | |

Expiration Date | | | | | | |

PURCHASING CARD: VISA & MASTERCARD REQUIRES YOUR CUSTOMER CODE NUMBER _____

Cardholder's Name_____
(Print or Type)
Cardholder's Address_____ City_____ State_____ Zip_____

Signature_____

ALL ORDERS SUBJECT TO LIMITS OF LIABILITY AS SET FORTH ON REVERSE SIDE.

Company Name _____ Booth #_____

Street Address _____ Phone #_____

City_____ State_____ Zip_____ Fax #_____

Ordered by (Print or Type)_____E-Mail_____

Signature_____ Title_____

MAIL OR FAX TO VISTA CONVENTION SERVICES BEFORE DEADLINE DATE

Limits of Liability and Responsibility

1. Vista Convention Services shall not be responsible for damage to uncrated materials, material improperly packed, or concealed damage.

2. Vista Convention Services shall not be responsible for loss, theft, or disappearance of exhibitor's material after same has been delivered to exhibitor's booth.

3. Vista Convention Services shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for reloading after the Show. Bill-of-lading covering outgoing shipments, which are furnished by Vista Convention Services to exhibitor, will be checked at time of actual pick-up from booth and corrections made where discrepancies occur.

4. Vista Convention Services shall not be responsible for any loss, damage, or delay due to fire, Acts of God, strikes, lockouts or work stoppages of any kind or to any causes beyond its control.

5. Vista Convention Services liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event Vista Convention Services maximum liability shall be limited to $.30 per pound per article with a maximum liability of $50.00 per item, or $1,000.00 per shipment, whichever is less.

6. Vista Convention Services shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit same.

7. The consignment or delivery of a shipment to Vista Convention Services by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth.

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PAYMENT POLICIES

DEADLINE DATE: OCTOBER 3, 2008

PAYMENT OPTIONS

We offer three convenient ways for you to pay for furniture and carpet rentals, material handling, signs and other services provided by Vista Convention Services in our role as the Official Contractors for this show.

1. **All checks must be in U.S. funds drawn on a U.S. bank**

2. **Advance Payment by Company Check**
   Attach check to order forms. Additionally, although you may choose to pay by company check or cash for charges incurred at show site, we require your signed Payment and Credit Card Charge Authorization Form to be on file with Vista Convention Services in advance to guarantee payment. Please make all checks payable to Vista Convention Services.

3. **Wire Transfer in U.S. Funds**
   Bank information call Vista Convention Services (609) 485-2421 or e-mail: info@vistacs.com
   Wire transfers must be initiated and confirmed at least two weeks before move-in.
   Wire transfers must include the show name, company name and booth number.
   Due to various processing fees we incur from banks clearing wire transfers into our accounts, Vista Convention Services will charge the following fees:
   Domestic incoming wire transfer fee: $25.00
   International incoming wire transfer fee: $35.00

4. **Credit Card**
   Use MasterCard, VISA or American Express. To accept charges, you must complete the PAYMENT AND CREDIT CARD CHARGE AUTHORIZATION form on the following page. For discount rates to apply, Vista Convention Services must receive this form by **OCTOBER 3, 2008.**

SHOW SITE ORDERS

To save money, take advantage of the pre-show discounts by ordering as many of your requirements as possible before the Discount Deadline Date. ***For the discount prices to be in effect, your order must be received by the Discount Deadline Date, and payment must accompany your order.*** Orders received after the Discount Deadline Date or made at the Exhibitor Service Desk during the show will be billed at the "standard" prices listed on the various forms.

PAYMENT TERMS

To process your order for services and materials listed in the Exhibitor Service Manual, **we require your signed Payment and Credit Card Charge Authorization Form to be on file** with Vista Convention Services in advance to guarantee payment. Invoices for outstanding balances will be available at the Exhibitor Service Desk for your review and payment. Prepayments will be indicated, and any balance due must be paid in full by cash, check or credit card upon presentation. All payment inquiries should be resolved before you leave the show.

Invoices will be distributed the last day of the show. If you have any concerns about your charges for inbound freight, installation labor, furniture or accessories, please stop by the Exhibitor Service Desk. Charges for these items may not be disputed after the show.

Additionally, Vista Convention Services is authorized to charge the exhibitor's credit card for any charges incurred following the show, i.e., dismantle labor, outbound overtime drayage charges, etc. In these circumstances, Vista will charge the exhibitor's credit card on file, and mail an invoice to the exhibitor, outlining charges which were billed.

All charges payable in U.S. Funds only. Checks, cash, Traveler's checks, MasterCard, VISA and American Express are accepted. ***No telephone orders accepted.***

CANCELLATION POLICY: Items cancelled before the deadline date will be refunded at 50%. **NO REFUNDS AFTER DEADLINE DATE**.

NOTE: All materials are on a rental basis for the duration of the show and remain the property of Vista Convention Services.

DRYCLEANING & LAUNDRY EXPO 2008	VISTA CONVENTION SERVICES	PACKAGE PLAN
ATLANTIC CITY CONVENTION CENTER ATLANTIC CITY, NEW JERSEY OCTOBER 25-26, 2008	6804 DELILAH ROAD PO BOX 3000 PLEASANTVILLE, NJ 08232 Tel: (609) 485-2421 Fax: (609) 485-2392 WWW.VISTACS.COM	DEADLINE DATE: OCTOBER 3, 2008

Exhibitors must submit order forms for all services required. Orders not placed by the discount date of Friday, October 3, 2008 will be charged to the exhibitor.

Services Included in Your Package Plan Rental Fee

- **Standard Furniture & Carpet**
  All furniture & carpet on the Standard Furniture Order Forms as indicated.

- **Standard Labor**
  Exhibit booth installation & dismantling labor scheduled between 8:00 am to 4:30 pm Monday through Friday on Straight Time move-in & move-out days. Package labor is not available on Sunday due to Monday straight time move-out.

- **Freight Handling**
  Freight handling including move-in & move-out. Pre show warehousing 30 days prior to first day of move-in. Removal and return of all empty crates, cartons and skids at showsite.

DRYCLEANING & LAUNDRY EXPO 2008

ATLANTIC CITY CONVENTION CENTER
ATLANTIC CITY, NEW JERSEY
OCTOBER 25-26, 2008

VISTA CONVENTION SERVICES

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STANDARD BOOTH FURNISHINGS & CARPET ORDER FORM INCLUDED IN PACKAGE PLAN

DEADLINE DATE: OCTOBER 3, 2008

Rental price includes delivery to and removal from your booth.

QTY.		STANDARD RATES	
	SEATING		
____	Upholstered Arm Chair (black only)…	$67.00	_____
____	Side Chair (black only)……..	53.50	_____
____	Padded Stool (black only)……..	71.00	_____
	ACCESSORIES		
____	Cocktail Table……......	67.00	_____
____	Round Pedestal Table (30"h x 30"d)……..	100.50	_____
____	Round Pedestal Table (42"h x 30"d)……..	120.50	_____
____	Wastebasket…….....	20.00	_____
____	Easel…….....	40.00	_____
____	Chrome Sign Frame (22" x 28")……...	80.50	_____
____	Bag Holder…….....	100.50	_____
____	8' Stanchion…….....	31.00	_____
____	Crossbar……	31.00	_____
____	Garment Rack…….....	87.00	_____
____	Literature Rack……...	150.00	_____

STANDARD CARPET

Price includes installation & taping front edge.
No guarantee of color match when ordering multiple carpets.

____	9'x 10'.....	150.50	_____
____	9'x 20'.....	301.00	_____
____	9'x 30'.....	451.50	_____
____	9'x 40'.....	602.00	_____
____	9'x 50'.....	752.50	_____

Circle color: Blue Burgundy Gray Teal Red Purple Black Hunter Green

CUSTOM SIZE CARPET - Not Included in Package Plan

Price includes installation to fit booth space, protective covering, and edges taped.
INDICATE OVERALL DIMENSIONS:

	Discount Rates	Standard Rates	Amount
____ft.x ____ft. (100 sq. ft. minimum)	$2.60 sq. ft.	$4.00 sq. ft.	_____

Circle color: Blue Burgundy Gray Teal Red Purple Black Hunter Green

CARPET PADDING - Not Included in Package Plan

INDICATE OVERALL DIMENSION:
____ft.x ____ft. (installed)……..$1.20 sq. ft. $1.40 sq. ft. _____

ORDERS RECEIVED AFTER DEADLINE DATE, THE RATES SHOWN WILL APPLY.

QTY.		STANDARD RATES	
	DRAPED DISPLAY TABLES - 30" HIGH		

Price includes white vinyl top & 3 sides
Circle color: Blue Black Burgundy Purple Gray Red Teal White Hunter Green

_____	2' x 4' x 30"…….	$107.00	_____
_____	2' x 6' x 30"……..	127.00	_____
_____	2' x 8' x 30"…….	148.75	_____

DRAPED DISPLAY TABLES - 42" COUNTER HIGH

Price includes white vinyl top & 3 sides
Circle color: Blue Black Burgundy Purple Gray Red Teal White Hunter Green

_____	2' x 4' x 42"	136.75	_____
_____	2' x 6' x 42"	155.75	_____
_____	2' x 8' x 42"	175.25	_____

UNDRAPED DISPLAY TABLES - 30" HIGH

_____	2' x 4' x 30"	49.00	_____
_____	2' x 6' x 30"	57.50	_____
_____	2' x 8' x 30"	67.00	_____

UNDRAPED DISPLAY TABLES - 42" HIGH

_____	2' x 4' x 42"	62.00	_____
_____	2' x 6' x 42"	70.75	_____
_____	2' x 8' x 42"	82.00	_____

DRAPED RISERS

White Vinyl

_____	4' One Step	47.25	_____
_____	6' One Step	57.50	_____

PAYMENT POLICY: Payment in full of rental charges including applicable tax, must accompany your advance order prior to Deadline Date to qualify for discount rates. All orders received after deadline date or placed at the the Service Desk will be invoiced at standard rates. Invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted.**CANCELLATION POLICY:** Items cancelled before the deadline date will be refunded at 50%. **NO REFUNDS AFTER DEADLINE DATE.**

ALL CHARGES SUBJECT TO NJ SALES TAX (7%)
FULL PAYMENT MUST ACCOMPANY ORDER
TOTAL ALL ITEMS ORDERED
ATTACH TO ORDER RECAP & CREDIT CARD AUTHORIZATION FORM
ENTER TOTAL

Company Name_____Booth #_____
Street Address_____Phone #_____
City_____State_____ Zip_____Fax#_____
Ordered by (Print or Type)_____E-Mail_____
Signature_____ Title_____

MAIL OR FAX TO VISTA CONVENTION SERVICES BEFORE DEADLINE DATE

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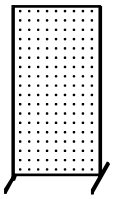
PERFBOARD ORDER FORM

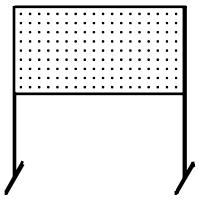
DEADLINE DATE:
OCTOBER 3, 2008

NOT INCLUDED IN PACKAGE PLAN

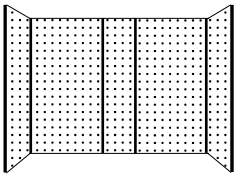
Rental price includes delivery to booth space, installation only where specified, and removal at close of show.



STYLE A



STYLE B



STYLE D
Complete Coverage
10’ Wide booth space
2’ Side Wings
Requires 2 - 4’ x 8’, 3 - 2’ x 8’

Perfboard holes are 1/8” Diameter. Exhibitors must furnish their own hooks.

INDICATE STYLE REQUIRED: ☐ A - 1 Vertical ☐ B - 1 Horizontal
☐ D - Complete Booth Coverage - Number of panels required depends on booth size.

QUANTITY OF FRAMED PANELS REQUIRED:	DISCOUNT RATE	STANDARD RATE	AMOUNT
_____ 4’ x 8’ Panel (white)……	$128.75	$159.00	_____
_____ 2’ x 8’ Panel (white)……..	90.25	113.00	_____
Perfboard Shelving - 8” Wide			
_____ 4’ Long (hardware supplied)……...	34.25	43.00	_____

PAYMENT POLICY: Payment in full of rental charges including applicable tax, must accompany your advance order to qualify for discount rates. All orders placed at the Service Desk will be Invoiced at standard rates. Invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted. All charges payable in U.S. funds only. Check, Cash, Traveler’s Checks, VISA, MasterCard and American Express are accepted.

CANCELLATION POLICY: Items cancelled before the deadline date will be refunded at 50%. **NO REFUNDS AFTER DEADLINE DATE.**

SUBJECT TO NJ SALES TAX (7%)
FULL PAYMENT MUST ACCOMPANY ORDER
TOTAL ALL ITEMS ORDERED
ATTACH TO ORDER RECAP & CREDIT CARD AUTHORIZATION FORM
ENTER TOTALS

Company Name_____Booth #_____

Street Address_____Phone #_____

City_____State_____ Zip_____Fax#_____

Ordered by (Print or Type)_____E-Mail_____

Signature_____ Title_____

MAIL OR FAX TO VISTA CONVENTION SERVICES BEFORE DEADLINE DATE

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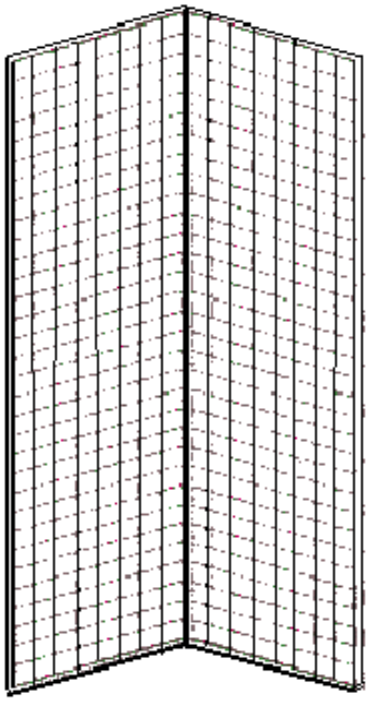
GRID WALLS ORDER FORM

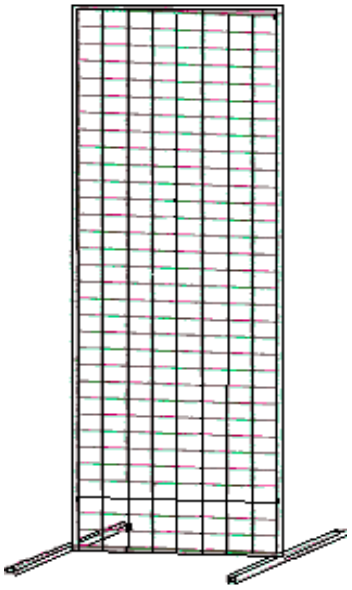
DEADLINE DATE: OCTOBER 3, 2008

NOT INCLUDED IN PACKAGE PLAN

Style A: 2' x 8'



Style B: 2' x 6'



STYLE A:
2' x 8' ORDER GRID IF YOU ARE PLANNING TO STRING THE GRIDS TOGETHER.

STYLE B:
2' x 6' ORDER GRID WITH FEET FOR A SINGLE FREE STANDING GRID.

PLEASE SUPPLY DIAGRAM OF LOCATION IN BOOTH FOR SET-UP

NOTE: NO GRID CAN BE HUNG OFF THE BOOTH EQUIPMENT DRAPE.

HOOKS TO BE SUPPLIED BY EXHIBITOR

QUANTITY OF GRIDS REQUIRED:	DISCOUNT RATE	STANDARD RATE	AMOUNT
____Style A 2' x 8' Grid……..	$52.00	$64.75	_____
____Style B 2' x 6' Grid (w/feet)……..	61.50	78.75	_____

PAYMENT POLICY: Payment in full including applicable tax, must accompany your advance order to qualify for discount rates. All orders placed at the service desk will be invoiced at Standard Rates. Invoices must be settled at the service desk prior to show closing. No telephone orders accepted. All charges payable in U.S. funds only. Check, Cash, Traveler's Check, VISA, MasterCard and American Express are accepted.
CANCELATION POLICY: Items cancelled before the deadline date will be refunded at 50%. **NO REFUNDS AFTER DEADLINE DATE.**

SUBJECT TO NJ SALES TAX (7%)
FULL PAYMENT MUST ACCOMPANY ORDER
TOTAL ALL ITEMS ORDERED
ATTACH TO ORDER RECAP & CREDIT CARD AUTHORIZATION FORM
ENTER TOTALS

Company Name_____ Booth #_____

Street Address_____ Phone #_____

City_____ State_____Zip_____ Fax #_____

Ordered by (Print or Type)_____ E-Mail_____

Signature_____ Title_____

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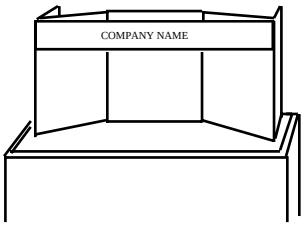
VCS MODULAR RENTAL UNITS NOT INCLUDED IN PACKAGE PLAN

DEADLINE DATE: OCTOBER 3, 2008

☐ VCS TableTop Unit contains lighted header, 8' draped table

DRAPE COLOR: BLUE BLACK BURGUNDY PURPLE GRAY RED TEAL WHITE HUNTER GREEN

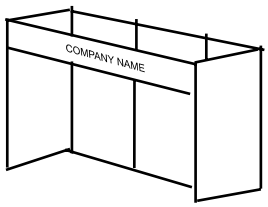
* Check one
- ☐ White Panel
- ☐ Perf Board
- ☐ Blue
- ☐ Gray - Velcro Friendly



Price $665.00

☐ VCS A-10 Unit contains 3-shelves, 6-brackets

* Check one
- ☐ White Panel
- ☐ PerfBoard
- ☐ Blue
- ☐ Gray - Velcro Friendly



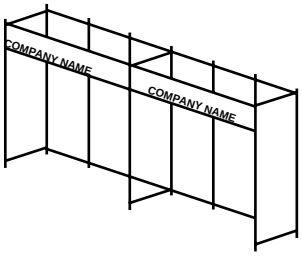
Price $1,925.00

Optional Rental Accessories

	Qty.	Price	Total
*Side Rail (each)	_____	$125.00	_____
*Counters colors: (**check color**) ☐ white ☐ blue ☐ Gray			
40"L x 42"H x 18"W	_____	350.00	_____
80"L x 30"H x 22"W	_____	400.00	_____
* Extra Shelves 1 - Shelf & 2 - Brackets	_____	50.00	_____

☐ VCS B-20 Unit contains 6-shelves, 12-brackets

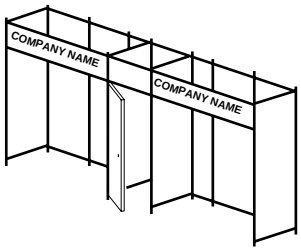
* Check one
- ☐ White panel
- ☐ Perf Board
- ☐ Blue
- ☐ Gray - Velcro Friendly



Price $3,750.00

☐ VCS C-20 Unit contains 4-shelves, 8-brackets

* Check one
- ☐ White Panel
- ☐ PerfBoard
- ☐ Blue
- ☐ Gray - Velcro Friendly



Price $3,950.00

All units include:
***Standard Header Copy**
***Lights (Does Not Include Outlet)**

Custom units available. Please call for pricing.

HEADER COPY:

PAYMENT POLICY: Payment in full including applicable tax, must accompany your order.
SUBJECT TO NJ SALES TAX (7%)
FULL PAYMENT MUST ACCOMPANY ORDER
TOTAL ALL ITEMS ORDERED
ATTACH TO ORDER RECAP & CREDIT CARD AUTHORIZATION FORM
ENTER TOTALS

Company Name_____ Booth #_____

Street Address_____ Phone #_____

City_____State_____Zip_____Fax#_____

Ordered by (Print or Type)_____E-Mail_____

Signature_____ Title_____

MAIL OR FAX TO VISTA CONVENTION SERVICES BEFORE DEADLINE DATE

DRYCLEANING & LAUNDRY EXPO 2008	VISTA CONVENTION SERVICES	BOOTH CLEANING ORDER FORM
ATLANTIC CITY CONVENTION CENTER ATLANTIC CITY, NEW JERSEY OCTOBER 25-26, 2008	6804 DELILAH ROAD PO BOX 3000 PLEASANTVILLE, NJ 08232 Tel: (609) 485-2421 Fax: (609) 485-2392 WWW.VISTACS.COM	DEADLINE DATE: OCTOBER 3, 2008

NOT INCLUDED IN PACKAGE PLAN
BOOTH CLEANING RATES

Price is based on total square footage of your booth space.

INDICATE YOUR REQUIREMENTS:

☐ Daily - Vacuuming……$.30 per sq. ft.

☐ Once - Vacuuming before initial opening……..$.32 per sq. ft.

☐ Shampoo - One Time……..$.47 per sq. ft.

SIZE OF BOOTH_____X_____ = _____ SQ. FT. X RATE:_____X NO. OF DAYS:_____ = $_____
(MINIMUM CHARGE: 100 SQ. FT. PER DAY)

Porter Service……...….Rates on Request

PAYMENT POLICY: Payment in full including applicable tax, must accompany your advance order to qualify for discount rates. All orders placed at the service desk will be invoiced at Standard Rates. Invoices must be settled at the service desk prior to show closing. No telephone orders accepted. All charges payable in U.S. funds only. Check, Cash, Traveler's Check, VISA, MasterCard and American Express are accepted.

CANCELATION POLICY: Items cancelled before the deadline date will be refunded at 50%. **NO REFUNDS AFTER DEADLINE DATE.**

SUBJECT TO NJ SALES TAX (7%)
FULL PAYMENT MUST ACCOMPANY ORDER
TOTAL ALL ITEMS ORDERED
ATTACH TO ORDER RECAP & CREDIT CARD AUTHORIZATION FORM
ENTER TOTALS

Company Name_____ Booth #_____

Street Address_____ Phone #_____

City_____ State_____Zip_____ Fax #_____

Ordered by (Print or Type)_____ E-Mail_____

Signature_____ Title_____

MAIL OR FAX TO VISTA CONVENTION SERVICES BEFORE DEADLINE DATE

EXHIBITOR RIGHTS:

The Atlantic City Convention Center has set up a variety of Exhibitor Rights clauses to create a very "user friendly" atmosphere.

Full-time Exhibitor personnel have the right to perform the following work:

- **Unload their own vehicle in an area specified by the show contractor for the unloading of privately owned vehicles provided:**

  _ They utilize the space designated by the ACCC for said purpose.
  _ They provide their own dollies or hand trucks.
  _ They utilize no motorized lift equipment.
  _ The vehicle is no larger than a van.

- **Hand carry exhibit materials through public doorways, provided:**

  _ They do not utilize material handling equipment other than personal luggage carriers.

- **Set up their own display in 10'x10', 10'x20' & 20'x20' Island booths:**

  _ The installation can be accomplished by full time company employees.
  _ Set up and handle their own product; including but not limited to the installation, interconnection, calibration, and operation of equipment.

- **The following work shall be performed by Union Labor.**

  _ In-Line booths larger than a 10'x20'
  _ Island booths larger than a 20'x20'
  _ Installation of Display
  _ Laying Exhibitor owned carpet
  _ Crating & uncrating of show materials

DRYCLEANING & LAUNDRY EXPO 2008

ATLANTIC CITY CONVENTION CENTER
ATLANTIC CITY, NEW JERSEY
OCTOBER 25-26, 2008

VISTA CONVENTION SERVICES

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PO BOX 3000
PLEASANTVILLE, NJ 08232
Tel: (609) 485-2421 Fax: (609) 485-2392
WWW.VISTACS.COM

LABOR ORDER FORM INCLUDED IN PACKAGE PLAN

DEADLINE DATE: OCTOBER 3, 2008

CARPENTER LABOR FOR INSTALLATION AND DISMANTLING OF EXHIBITS

CARPENTER RATES:

Straight Time
$82.00 per hour
one hour minimum per worker
thereafter 1/2 hr. increments
ST: 8:00 AM to 4:30 PM
Monday through Friday

Overtime
$123.00 per hour
one hour minimum per worker
thereafter 1/2 hr. increments
OT: Before 8:00 AM and after 4:30 PM
Monday through Friday
and all hours on Saturday and Sunday

Double Time
$164.00 per hour
one hour minimum per worker
thereafter 1/2 hr. increments
DT: all Holidays

ORDERS RECEIVED AFTER DEADLINE DATE, THE RATES SHOWN WILL APPLY.

ALL LABOR ORDERS RECEIVED AFTER THE ABOVE SPECIFIED DEADLINE DATE WILL BE CHARGED AN ADDITIONAL 25%.
NOTE: 8:00 AM is the only guaranteed starting time. All the other orders will be filled as labor is available. All labor must be signed in/out at the Service Desk. Exhibitors not checked in by their requested starting times are subject to a 1 hour minimum charge per man ordered, unless we received written cancellation 24 hours prior to starting time.

PLEASE INDICATE SERVICE REQUIRED:

☐ **PLAN A - EXHIBITOR'S SUPERVISION -** All work performed must be under the supervision of the Exhibitor.

	No. Men	Date	Time	Approx. Hours
SET-UP				
DISMANTLE				

☐ **PLAN B - VISTA CONVENTION SERVICES SUPERVISION -** Hourly rate plus 35% Supervision Charge/Minimum $35.00
Name of Carrier_____# Crates_____ Cartons_____Skids_____

Shipped to: ☐ Warehouse ☐ Showsite ☐ Display Includes Carpet ☐ Vista's Rental Carpet

PLEASE INCLUDE SET-UP PLANS WITH ORDER

After Dismantle Return Display
To:_____
_____
_____VIA:_____

Vista shall not be responsible for damage, loss, or theft of display installed and/or dismantled under our Supervision. Vista shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booths for reloading after the show.

PAYMENT POLICY: CREDIT CARD INFORMATION MUST BE ON FILE FOR SET-UP & DISMANTLE LABOR ORDERS

Company Name_____Booth _____
Street Address_____Phone #_____
City_____ State_____ Zip_____Fax#_____
Ordered by (Print or Type)_____E-Mail_____
Signature_____Title_____

CREDIT CARD INFORMATION: ☐ M/C ☐ VISA ☐ AMEX	ACCOUNT NUMBER:																		EXPIRATION DATE:

PURCHASING CARD: VISA & MASTERCARD REQUIRES YOUR CUSTOMER CODE NUMBER _____

CARDHOLDERS SIGNATURE: CARDHOLDERS NAME:

MAIL OR FAX TO VISTA CONVENTION SERVICES BEFORE DEADLINE DATE / SUBJECT TO NJ SALES TAX (7%)

DRYCLEANING & LAUNDRY EXPO 2008

ATLANTIC CITY CONVENTION CENTER
ATLANTIC CITY, NEW JERSEY
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HANGING OF CEILING SIGNS ORDER FORM NOT INCLUDED IN PACKAGE PLAN

DEADLINE DATE:
OCTOBER 3, 2008

VISTA Convention Services reserves the right to assemble, install, and dismantle "Hanging Signs", non-electrical with approved devices and type of cable to safely hang sign.

* All signs will be approved by Show Management and Vista Convention Services, prior to hanging.
* **All sign orders must be received in Advance of Deadline Date. All orders received after the Deadline Date will be charged an additional 25%. Orders received at the Service Desk are subject to availability and a 50% surcharge.**
* Complete plans must be provided and forwarded to VISTA Convention Services together with the completed Sign Hanging Order Form.

RATES FOR HANGING NON-ELECTRICAL SIGNS:
If sign requires assembly, dismantle, installation of supporting devices or hoisting cable, work will be done on a Time and Material basis.

There will be a minimum charge of 1 hr. per crew on Installation and 1 hr. minimum charge per crew on Dismantle.

HIGH LIFT AND CARPENTERS - Two (2) Man Crew Required

Straight Time $310.00 per hr. - 2 man crew & lift.
8:00 AM - 4:30 PM Monday through Friday

Overtime
Before 8:00 AM and after 4:30 PM $465.00 per hr. - 2 man crew & lift.
Monday thru Friday, and all hours on Saturday, Sunday and holidays

Double Time
All Holidays $620.00 per hr. - 2 man crew & lift.

THE FOLLOWING INFORMATION MUST BE COMPLETED FOR THE ACCURATE HANGING OF SIGN:

DATE REQUIRED_____
TYPE OF SIGN: ☐ Wood ☐ Metal ☐ Cloth Banner ☐ Other _____
SIZE OF SIGN: _____ Height _____Length _____Width _____Weight
SHAPE OF SIGN: ☐ Square ☐ Rectangle ☐ Circle ☐ Triangle ☐ Other_____
NUMBER OF FEET FROM FLOOR TO TOP OF SIGN_____
NUMBER OF FEET IN FROM FRONT OF BOOTH_____
NUMBER OF FEET IN FROM LEFT EDGE OF SIGN_____

PAYMENT POLICY: CREDIT CARD INFORMATION MUST BE ON FILE FOR SET-UP AND DISMANTLE LABOR ORDERS

Company Name_____Booth _____
Street Address_____Phone #_____
City_____ State_____ Zip_____Fax#_____
Ordered by (Print or Type)_____E-Mail_____
Signature_____ Title_____

PURCHASING CARD: VISA & MASTERCARD REQUIRES YOUR CUSTOMER CODE NUMBER _____

CREDIT CARD: ☐ M/C ☐ VISA ☐ AMEX	ACCOUNT NUMBER:																		EXPIRATION DATE:

CARDHOLDERS SIGNATURE:	CARDHOLDERS NAME:

MAIL OR FAX TO VISTA CONVENTION SERVICES BEFORE DEADLINE DATE / SUBJECT TO NJ SALES TAX (7%)

DRYCLEANING & LAUNDRY EXPO 2008

ATLANTIC CITY CONVENTION CENTER
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RIGGING LABOR ORDER FORM
NOT INCLUDED IN PACKAGE PLAN

DEADLINE DATE:
OCTOBER 3, 2008

Order rigging labor only if you need to assemble, move, unskid, relocate, unpack heavy equipment, after it has been delivered to your booth.

PLEASE NOTE: Exhibitors are allowed a one-time spotting of equipment or machinery (within 6" tolerance) in its initial delivery as handled from carrier to booth, provided exhibitor or his representative is present at time of delivery to booth. It is not necessary to order rigging labor for this function. However, any additional movement or unskidding at exhibit booth will require a rigging order. Do not order rigging labor for motorized or mobile equipment.

Workmen and material handling equipment ordered for the start of the day will be provided at 8:00 AM. Any orders, after 8:00AM, will be assigned after finishing earlier requests.

Exhibitors must verify any rigging labor and material handling equipment orders on the show floor. All workmen and material handling equipment must be signed in and out at the Service Desk. Cancellation of any advance order for rigging labor or material handling equipment must be at least 24 hours in advance.

Rigging crew consists of: Forklift w/Operator
1 or 2 Riggers

There is a minimum charge of one hour per crew member. Half-hour increments will apply after the first hour. Straight time rates apply 8:00AM - 4:30 PM weekdays, overtime before 8:00 AM and after 4:30 PM weekdays and all hours on Saturday and Sunday, and double time on holidays.

	STRAIGHT TIME	OVERTIME	DOUBLETIME
RIGGER	$68.00 per hour	$102.00 per hour	$136.00 per hour
FORKLIFT w/OPERATOR - (up to 8,000 lbs. capacity)	$118.00 per hour	$152.00 per hour	$186.00 per hour

Larger forklift and/or crane service is available by advance request.

RIGGING LABOR REQUEST

	8,000 lbs. forklift w/operator	# Riggers 1 or 2	Date	Time	Approx. Hours
SET-UP					
DISMANTLE					

 # Pieces to be spotted_____ **Heaviest Pieces** _____

PAYMENT POLICY: CREDIT CARD INFORMATION MUST BE ON FILE FOR SET-UP & DISMANTLE LABOR ORDERS.

Company Name_____Booth _____
Street Address_____Phone #_____
City_____ State_____ Zip_____ Fax#_____
Ordered by (Print or Type)_____ E-Mail_____
Signature_____Title_____

PURCHASING CARD: VISA & MASTERCARD REQUIRES YOUR CUSTOMER CODE NUMBER _____

CREDIT CARD: ☐ M/C ☐ VISA ☐ AMEX	ACCOUNT NUMBER:																			EXPIRATION DATE:

CARDHOLDERS SIGNATURE:	CARDHOLDERS NAME:

MAIL OR FAX TO VISTA CONVENTION SERVICES BEFORE DEADLINE DATE / SUBJECT TO NJ SALES TAX (7%)

DRYCLEANING & LAUNDRY EXPO 2008	VISTA CONVENTION SERVICES	**MACHINERY RATES MATERIAL HANDLING ORDER FORM INCLUDED IN PACKAGE PLAN**
ATLANTIC CITY CONVENTION CENTER ATLANTIC CITY, NEW JERSEY OCTOBER 25-26, 2008	**6804 DELILAH ROAD PO BOX 3000 PLEASANTVILLE, NJ 08232 Tel: (609) 485-2421 Fax: (609) 485-2392 WWW.VISTACS.COM**	**DEADLINE DATE: OCTOBER 3, 2008**

ORDERS RECEIVED AFTER DEADLINE DATE, THE RATES SHOWN WILL APPLY.

MACHINERY RATES
DIRECT SHIPMENT TO SHOWSITE - Round Trip
APPLIES ONLY TO EXHIBITORS THAT EXCEED 500 lbs.

Rates for unloading and spotting machinery:

500 - 2,000 lbs.	$24.50 cwt.
2,001 - 5,000 lbs.	$21.25 cwt.
5,001 - 10,000 lbs.	$16.50 cwt.
10,001 - and higher	$11.50 cwt.

RATES QUOTED ABOVE INLCUDES FIRST TIME SPOTTING OF THE EXHIBITOR'S MACHINERY. THE EXHIBITOR OR HIS/HER REPRESENTATIVE **MUST** BE PRESENT AT THE TIME OF UNLOADING WITH PLAN SHOWING THE LOCATION OF MACHINERY WITHIN THE BOOTH. IF A MACHINE NEEDS TO BE REPOSITIONED, UNSKIDDED, UNCRATED OR ASSEMBLED, ADDITIONAL HOURLY RATES WILL BE CHARGED.

MACHINES, SHOULD BE SHIPPED **UNCRATED** AND WITHOUT SKIDS (OR ON SKIDS THAT WILL REMAIN UNDER THE MACHINE DURING THE SHOW). MACHINES SHOULD BE SHIPPED ON OPEN SIDED TRUCKS.

IF SKIDS AND/OR TOPS OF TRUCK OR CONTAINERS HAVE TO BE MOVED BY VISTA CONVENTION SERVICES, A TIME AND MATERIAL CHARGE WILL BE ADDED TO YOUR INVOICE.

ALL CHARGES SUBJECT TO NJ SALES TAX (7%)

Limits of Liability and Responsibility

A. Vista Convention Services, Inc. shall not be responsible for damage to uncrated materials, material improperly packed, or concealed damage.
B. Vista Convention Services, Inc. shall not be responsible for loss, theft, or disappearance of exhibitor's material after same has been delivered to exhibitor's booth.
C. Vista Convention Services, Inc. shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for reloading after the Show. Bill-of-lading covering outgoing shipments, which are furnished by Vista Convention Services, Inc. to exhibitor, will be checked at time of actual pick-up from booth and corrections made where discrepancies occur.
D. Vista Convention Services, Inc. shall not be responsible for any loss, damage, or delay due to fire, Acts of God, strikes, lockouts or work stoppages of any kind or to any causes beyond its control.
E. Vista Convention Services, Inc. liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event Vista Convention Services, Inc. maximum liability shall be limited to $.30 per pound per article with a maximum liability of $50.00 per item, or $1,000.00 per shipment, whichever is less.
F. Vista Convention Services, Inc. shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit same.
G. The consignment or delivery of a shipment to Vista Convention Services, Inc. by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth.

AUTHORIZATION TO PROVIDE MATERIAL HANDLING

We hereby authorize Vista Convention Services, Inc. to handle our shipment(s) in accordance with the information above and on the reverse side of this form, and have read this order and agree to the terms and provisions hereof including those on the reverse side and acknowledge receipt of a copy. We agree that Vista will provide its services as our agent, and not as bailee or shipper, and if any employee of Vista shall sign a delivery receipt, bill-of-lading, or other documents, we agree that they will do so as our agent, and we accept the responsibility therefor.

We agree, in the event of a dispute with Vista relative to any loss or damage to any of our materials or equipment that we will not withhold payment of any amount due to them for drayage or any other services provided by Vista as an offset against the amount of the alleged loss or damage. Instead, we agree to pay Vista for the full amount of the invoice for all such charges, and we further agree that any claim we may have against Vista shall be pursued independently by us as a completely separate transaction to be resolved on its own merits.

THIS AUTHORIZATION MUST BE COMPLETED BELOW AND SENT TO VISTA CONVENTION SERVICES BEFORE FREIGHT SHIPMENTS CAN BE HANDLED

Company Name_____Booth _____
Street Address_____Phone #_____
City_____ State_____ Zip_____Fax#_____
Ordered by (Print or Type)_____E-Mail_____
Signature_____Title_____

PURCHASING CARD: VISTA & MASTERCARD REQUIRES YOUR CUSTOMER CODE NUMBER_____

Charge to: ☐ MasterCard ☐ VISA ☐ American Express

Account # ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

Expiration Date ☐☐☐☐☐

Cardholders Signature_____ Cardholders Name_____

MAIL OR FAX TO VISTA CONVENTION SERVICES BEFORE DEADLINE DATE / SUBJECT TO NJ SALES TAX (7%)

DRYCLEANING & LAUNDRY EXPO 2008

ATLANTIC CITY CONVENTION CENTER
ATLANTIC CITY, NEW JERSEY
OCTOBER 25-26, 2008

VISTA CONVENTION SERVICES

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WWW.VISTACS.COM

MATERIAL HANDLING ORDER FORM INCLUDED IN PACKAGE PLAN

DEADLINE DATE: SEE #3

ORDERS RECEIVED AFTER DEADLINE DATE, THE RATES SHOWN WILL APPLY.

RATES AND SHIPPING INSTRUCTIONS

1. Vista Convention Services has been designated as the official drayage contractor with responsibility for the unloading, delivery, reloading and processing of all exhibitors' freight shipments.
2. ALL SHIPMENTS MUST BE SENT PREPAID and all shipments must have a bill-of-lading showing number of pieces, weight, and description of merchandise. Trucks without a bill-of-lading or documented weight, estimated weights will prevail. Estimated weights will be binding by both parties.
3. **WHEN TO SHIP: SHIPMENTS CONSIGNED TO THE WAREHOUSE MUST ARRIVE NOT LATER THAN FRIDAY, OCTOBER 17, 2008.**
   SHIPMENTS CONSIGNED TO THE SHOW SITE SHOULD BE TIMED TO ARRIVE NOT EARLIER THAN THURSDAY, OCTOBER 23, 2008.
4. **WHERE TO SHIP:**

Address all shipments consigned to SHOWSITE to:

Exhibitor's Name_____
Booth No._____

DRYCLEANING & LAUNDRY EXPO 2008
c/o Vista Convention Services
Atlantic City Convention Center
Bacharach Blvd.
Atlantic City, NJ 08401

Address all shipments consigned to WAREHOUSE to:

Exhibitor's Name_____
Booth No._____

DRYCLEANING & LAUNDRY EXPO 2008
c/o Vista Convention Services
6634 Delilah Road
Egg Harbor Township, NJ 08234

5. RATE SCHEDULE:

Warehouse Inquiries: (609) 383-6020

A. **WAREHOUSE ADVANCE RECEIVING - Roundtrip - CRATED MATERIALS**
ST Rate: $44.75 per cwt. - 200# Minimum
The above rate includes the following:
*Receive crated shipments only at our warehouse 30 days prior to Show.
*Deliver to booth space.
*Removal, storage, return of empty containers.
*Pick-up at the booth and load onto outbound carrier.
*Shipments of loose or uncrated materials will not be received at warehouse.

B. **DIRECT SHIPMENT TO SHOWSITE - Roundtrip - CRATED MATERIALS**
ST Rate: $36.50 per cwt. - 200# Minimum
The above rate includes the following:
*Receive shipments at showsite on move-in dates.
*Deliver to booth space.
*Removal, storage, return of empty containers.
*Pick-up at the booth and load onto outbound carrier.

C. **DIRECT SHIPMENT TO SHOWSITE - Roundtrip - UNCRATED AND LOOSE MATERIALS**
ST Rate: $53.75 per cwt. - 200# Minimum
The above rate includes the following:
*Receive shipments at showsite on move-in dates.
*Deliver to booth space.
*Removal, storage, return of empty containers.
*Pick-up at the booth and load onto outbound carrier.

ALL CHARGES SUBJECT TO NJ SALES TAX (7%)

6. Rates are based on incoming weight only. All weights are rounded off to the next cwt. Each shipment received is considered separately. Freight handling charges are the responsibility of the exhibitor.
7. Exhibitors are urged to carry all-risk floater insurance covering their materials against damage, loss, and all other hazards from the time shipment is made prior to the show until shipments are received back after the show. This can generally be done by adding "riders" to existing insurance policies, often at no additional cost.
8. Empty container labels will be available at the Service Desk. Affixing the labels is the sole responsibility of the exhibitor or his representative. Vista assumes no responsibility for removal of containers with old empty labels, mislabeled or valuables stored inside containers while containers are in storage.
9. Outbound shipping labels & bills-of-lading will be available at the Service Desk. Exhibitor or his representative must pack & label their exhibit material, turn in bill-of-lading for each shipment at the Service Desk before leaving the Show. Vista will route all shipments unless a designated carrier has been assigned. If the designated carrier fails to pick-up by the removal date of the Show Vista reserves the right to route exhibit material by an alternate carrier. As a result of re-routing or handling no liability will be assumed by Vista.

Limits of Liability and Responsibility

10.

A. Vista Convention Services, Inc. shall not be responsible for damage to uncrated materials, material improperly packed, or concealed damage.
B. Vista Convention Services, Inc. shall not be responsible for loss, theft, or disappearance of exhibitor's material after same has been delivered to exhibitor's booth.
C. Vista Convention Services, Inc. shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for reloading after the Show. Bill-of-lading covering outgoing shipments, which are furnished by Vista Convention Services, Inc. to exhibitor, will be checked at time of actual pick-up from booth and corrections made where discrepancies occur.
D. Vista Convention Services, Inc. shall not be responsible for any loss, damage, or delay due to fire, Acts of God, strikes, lockouts or work stoppages of any kind or to any causes beyond its control.
E. Vista Convention Services, Inc. liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event Vista Convention Services, Inc. maximum liability shall be limited to $.30 per pound per article with a maximum liability of $50.00 per item, or $1,000.00 per shipment, whichever is less.
F. Vista Convention Services, Inc. shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit same.
G. The consignment or delivery of a shipment to Vista Convention Services, Inc. by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth.

AUTHORIZATION TO PROVIDE MATERIAL HANDLING

We hereby authorize Vista Convention Services, Inc. to handle our shipment(s) in accordance with the information above and on the reverse side of this form, and have read this order and agree to the terms and provisions hereof including those on the reverse side and acknowledge receipt of a copy. We agree that Vista will provide its services as our agent, and not as bailee or shipper, and if any employee of Vista shall sign a delivery receipt, bill-of-lading, or other documents, we agree that they will do so as our agent, and we accept the responsibility therefor.

We agree, in the event of a dispute with Vista relative to any loss or damage to any of our materials or equipment that we will not withhold payment of any amount due to them for drayage or any other services provided by Vista as an offset against the amount of the alleged loss or damage. Instead, we agree to pay Vista for the full amount of the invoice for all such charges, and we further agree that any claim we may have against Vista shall be pursued independently by us as a completely separate transaction to be resolved on its own merits.

THIS AUTHORIZATION MUST BE COMPLETED BELOW AND SENT TO VISTA CONVENTION SERVICES BEFORE FREIGHT SHIPMENTS CAN BE HANDLED

Company Name_____Booth _____

Street Address_____Phone #_____

City_____ State_____ Zip_____Fax#_____

Ordered by (Print or Type)_____E-Mail_____

Signature_____Title_____

PURCHASING CARD: VISTA & MASTERCARD REQUIRES YOUR CUSTOMER CODE NUMBER_____

Charge to: ☐ MasterCard ☐ VISA ☐ American Express

Account # ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

Expiration Date ☐☐☐☐☐

Cardholders Signature_____ Cardholders Name_____

MAIL OR FAX TO VISTA CONVENTION SERVICES BEFORE DEADLINE DATE / SUBJECT TO NJ SALES TAX (7%)

DRYCLEANING & LAUNDRY EXPO 2008

ATLANTIC CITY CONVENTION CENTER
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MATERIAL HANDLING RECAP
INCLUDED IN PACKAGE PLAN

DEADLINE DATE:
OCTOBER 3, 2008

ORDERS RECEIVED AFTER DEADLINE DATE, THE RATES SHOWN WILL APPLY.

SHIPPING AND MATERIAL HANDLING RECAP

For complete information and descriptions on shipping and material handling, refer to the MATERIAL HANDLING order form in this Exhibitor Service Manual.

COMPUTATION OF ORDER: When recording weight, round up to the next 100 pounds.	
A. CRATED AND/OR SKIDDED FLOOR LOAD SHIPMENTS **Warehouse** We will ship _____lbs. @ $44.75 per 100 lbs. (200 lb. minimum/$89.50)	$_____
B. CRATED AND/OR SKIDDED FLOOR LOAD SHIPMENTS **Showsite** We will ship _____ lbs. @ $36.50 per l00 lbs. (200 lb. minimum/$73.00)	$ _____
C. UNCRATED, UNSKIDDED OR WRAPPED SHIPMENTS (SHOWSITE SHIPMENTS ONLY) **Showsite** We will ship _____ lbs. @ $53.75 per 100 lbs. (200 lb. minimum/$107.50)	$ _____
D. MACHINERY RATES **DIRECT SHIPMENT TO SHOWSITE - Round Trip** ***APPLIES ONLY TO EXHIBITORS THAT EXCEED 500 lbs.*** Rates for unloading and spotting machinery:	
We will ship_____ lbs. 500 - 2,000 lbs. @24.50 cwt.	$_____
We will ship_____ lbs. 2,001 - 5,000 lbs. @21.25 cwt.	$_____
We will ship_____ lbs. 5,001 - 10,000 lbs. @16.50 cwt.	$_____
We will ship_____ lbs. 10,001 - and higher @11.50 cwt.	$_____
Delivery After Deadline Date: Shipments received at the warehouse after 3:30pm or after **Friday, October 17, 2008,** and any shipment received at showsite after show opening will be charged 35% in addition to the above rates.	
7% Sales Tax	**$_____**
PAYMENT ENCLOSED	**$_____**

We understand that your calculation is only an estimate. Invoicing will be completed from the actual weight as listed on the inbound bills of lading. Adjustments will be made accordingly. Adjustments must be paid at show site. If you have any questions about material handling, please contact Vista Convention Services, Exhibitor Service Department.

COMPANY NAME: **BOOTH #**

Retain one copy for your files. Attach the original to the PAYMENT AND CREDIT CARD CHARGE AUTHORIZATION form.

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM:_____

_____

_____

TO: _____
(EXHIBITOR NAME) **(BOOTH #)**

DRYCLEANING & LAUNDRY EXPO 2008
c/o VISTA CONVENTION SERVICES
6634 DELILAH ROAD
EGG HARBOR TOWNSHIP, NJ 08234

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM:_____

_____

_____

TO: _____
(EXHIBITOR NAME) **(BOOTH #)**

DRYCLEANING & LAUNDRY EXPO 2008
c/o VISTA CONVENTION SERVICES
6634 DELILAH ROAD
EGG HARBOR TOWNSHIP, NJ 08234

FOR ADVANCE SHIPMENTS ONLY

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM:_____

_____

_____

TO: _____
(EXHIBITOR NAME) **(BOOTH #)**

DRYCLEANING & LAUNDRY EXPO 2008
c/o VISTA CONVENTION SERVICES
6634 DELILAH ROAD
EGG HARBOR TOWNSHIP, NJ 08234

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM:_____

_____

_____

TO: _____
(EXHIBITOR NAME) **(BOOTH #)**

DRYCLEANING & LAUNDRY EXPO 2008
c/o VISTA CONVENTION SERVICES
6634 DELILAH ROAD
EGG HARBOR TOWNSHIP, NJ 08234

ON-SITE DIRECT SHIPMENTS ONLY

FROM:_____

_____

_____

TO: _____
(EXHIBITOR NAME) **(BOOTH #)**

DRYCLEANING & LAUNDRY EXPO 2008
c/o VISTA CONVENTION SERVICES
ATLANTIC CITY CONVENTION CENTER
BACHARACH BLVD.
ATLANTIC CITY, NJ 08401

ON-SITE DIRECT SHIPMENTS ONLY

FROM:_____

_____

_____

TO: _____
(EXHIBITOR NAME) **(BOOTH #)**

DRYCLEANING & LAUNDRY EXPO 2008
c/o VISTA CONVENTION SERVICES
ATLANTIC CITY CONVENTION CENTER
BACHARACH BLVD.
ATLANTIC CITY, NJ 08401

FOR ON-SITE DIRECT SHIPMENTS ONLY

ON-SITE DIRECT SHIPMENTS ONLY

FROM:_____

_____

_____

TO: _____
(EXHIBITOR NAME) **(BOOTH #)**

DRYCLEANING & LAUNDRY EXPO 2008
c/o VISTA CONVENTION SERVICES
ATLANTIC CITY CONVENTION CENTER
BACHARACH BLVD.
ATLANTIC CITY, NJ 08401

ON-SITE DIRECT SHIPMENTS ONLY

FROM:_____

_____

_____

TO: _____
(EXHIBITOR NAME) **(BOOTH #)**

DRYCLEANING & LAUNDRY EXPO 2008
c/o VISTA CONVENTION SERVICES
ATLANTIC CITY CONVENTION CENTER
BACHARACH BLVD.
ATLANTIC CITY, NJ 08401

martin photography, inc.

1418 New Road, Suite #4
Northfield, NJ 08225
(609)484-8888 fax(609)484-3110

PHOTOGRAPHY ORDER FORM

Quantity	Description	Standard	Discount	Total
FIRST	view incl. 8"x10" color print, booths to 20'	$95.00 ea.	$75.00 ea.	_____
_____	additional view(s) incl. 8"x10" color print	$60.00 ea.	$50.00 ea.	_____
_____	add' l. 8"x10" color print(s)	$45.00 ea.	$35.00 ea.	_____
_____	digital image on CD	$60.00 ea.	$60.00 ea.	_____
			7% NJ Sales Tax	_____
			Shipping	$ 5.50
			TOTAL ORDER	$ _____

NOTE: Full payment must be received 30 days prior to event to qualify for discount price.
CHECK ONLY - PAYABLE TO: MARTIN PHOTOGRAPHY, INC.

INSTRUCTIONS FOR PHOTOGRAPHER

Take picture(s) of Booth #_____ at _____ am/pm on __/__/__.

___ EMPTY ___ STAFF ___ CROWD

NAME OF CONVENTION _____

LOCATION _____ DATE _____

YOUR NAME _____ TITLE _____

EXHIBITOR _____

MAILING ADDRESS _____

_____

TELEPHONE _____ SIGNATURE _____

Dry Cleaning and Laundry Expo 2008
October 25th – 26th 2008
Atlantic City, NJ
Show # 7230

ELECTRICAL SERVICE ORDER FORM

COPY FOR YOUR RECORDS

Atlantic City Convention Center
Your Northeast Business Address

ELECTRICAL

Full payment is required to process order. Return with 100% remittance to:

ACCC Electrical ● One Miss America Way ● Atlantic City, NJ 08401 USA ● Phone (609) 449-2291 ● Fax (609) 449-2464 FED ID#232511871

COMPANY BOOTH NUMBER

ADDRESS Street city state zip country

PHONE FAX PURCHASE ORDER NUMBER

AUTHORIZED CONTACT SIGNATURE AUTHORIZED CONTACT ● *PLEASE PRINT* DATE

☐ MASTERCARD ☐ VISA ☐ AMERICAN EXPRESS **EXPIRATION DATE**

ACCOUNT NUMBER

CARDHOLDER SIGNATURE CARDHOLDER'S NAME ● *PLEASE PRINT*

✕

ADVANCE RATE DEADLINE DATE: October 10th 2008

By signing and delivering this form to ACCC Electrical, customer agrees to all terms and conditions printed on this form.
We do not accept orders without payment.

QUANTITY NON-24 HR	DESCRIPTION	ADVANCE RATE	REGULAR RATE	TOTAL
120 V LIGHTING & UTILITY OUTLETS				
	Up to 1000 watts	$ 114.00	$ 170.00	
	Up to 2000 watts	$ 145.00	$ 216.00	
208V 1ø MOTOR AND EQUIPMENT OUTLETS *All 208V connections require labor which will be billed at show.*			Maximum of one (1) Connection per outlet	
	20 Amp	$ 306.00	$ 459.00	
	30 Amp	$ 371.00	$ 560.00	
	60 Amp	$ 649.00	$ 974.00	
	100 Amp	$ 805.00	$ 1209.00	
	200 Amp	$ 1265.00	$1897.00	
208V 3ø MOTOR AND EQUIPMENT OUTLETS			Maximum of one (1) Connection per outlet	
	20 Amp	$ 378.00	$ 567.00	
	30 Amp	$ 443.00	$ 665.00	
	60 Amp	$ 711.00	$ 1066.00	
	100 Amp	$ 853.00	$ 1279.00	
	200 Amp	$ 1495.00	$ 2242.00	
TRANSFORMER(S)	Circle Outlets Requiring Boost			
	Boosts 208V to 230V	$ 160.00	$ 220.00	
480V 3ø MOTOR AND EQUIPMENT OUTLETS *All 480V connections require labor which will be billed at show.*				
	30 Amp	$ 829.00	$ 1243.00	
	60 Amp	$ 1066.00	$ 1560.00	
FLOOD LIGHTS				
Price includes outlet and labor (for track and flood lights only.) Placement of floodlights is at the front corner(s) of your in-line booth.				
Any other location(s) or installation time will require an additional labor charge.				
	120 Watt	$ 99.00	$ 148.00	
	Dbl 120 Watt	$ 129.00	$ 194.00	
	250 Watt Krypton	$ 134.00	$ 201.00	
	Overhead Quartz*	$ 340.00	$ 510.00	
TRACK LIGHTS ***Not available in all locations on the show floor.***				
	4' Track w/3 Lights	$ 154.00	$ 232.00	$
	Add'l 50 Watt Halogen	$ 41.00	$ 64.00	
		1. SUB TOTAL		$
		2. SALES TAX 7%		$
		3. PAYMENT ENCLOSED		$

***REQUIRES LABOR AND/OR LIFT AT ADDITIONAL CHARGE NOT AVAILABLE AT SOME LOCATIONS.**
FLOOR PLAN IS REQUIRED FOR QUARTZ LIGHTS.

Important information on reverse side.

ALL CONNECTION AND LABOR RATES SUBJECT TO CHANGE.

ACCCE is not responsible for voltage fluctuation or power failure due to temporary conditions. For your protection you should install a surge protector on your equipment. All electrical installations and connections to all electrical service should be made by an ACCCE electrician. ACCCE will not be responsible for any damage or loss to any equipment component, computer hardware or software and/or any damage or injury to any person caused by the installation, connection or plugging in of any electrical outlet by an ACCCE electrician.

IMPORTANT

- 24-hour Power & Dedicated Circuits will be double the listed price. Please double rates. Use * to indicate 24-HR outlet(s).
- To receive the advance rate, we must receive your order, along with payment in full or credit card authorization, on or before deadline date. All other orders will be charged at the regular rate.
- No credits will be issued on unused outlets or lights installed as ordered. Claims regarding services provided by ACCCE can not be considered unless filed by the exhibitor prior to the close of show. Cancellations must be faxed to our office three days prior to show move in. There will be a 25% surcharge on all cancellations.
- Electricity will be turned on within 30 minutes of show opening and off within 30 minutes after show closing.

ELECTRICAL LABOR

- **Labor rates are subject to labor contract effective at time of show.**
- Labor before 8:00am and after 4:30pm and Saturdays, Sundays and holidays will be at the overtime rate.
- Electricity Labor Rates: $105.60 per hour Regular Time, $211.20 per hour Overtime. Labor is billed in half-hour increments with a minimum of one hour. Dismantle labor is half that of the total installation labor. Overtime labor will be charged for shows closing @ 2pm.
- Forklift Rates: prevailing labor rates (one hour minimum) plus $250.00 forklift rental.
- Starting time can only be guaranteed when labor is requested for the start of the working day at 8:00am. The minimum charge per booth is one hour for installation and one-half (1/2) hour for dismantle. Time will commence per exhibitor's request. Failure to start labor at requested time will result in a one hour charge per electrician requested, unless 24-hour advance notice is provided in writing.

Supervision is required on larger or Island booths.

OUTLET LOCATION & DISTRIBUTION

- All 110 volt electrical outlets will be installed on the floor at the draped backwall of inline and peninsula booths.
- All 110 volt electrical outlets for island booths will be set at one main location on the perimeter of the booth at our discretion if no floor plan provided. Labor is necessary in all Island booths.
- Any additional power locations are chargeable on a time and material basis.
- Distribution and connection of outlets are chargeable on a time and material basis.

Please call regarding placement of 208 volt outlets.
All services larger than 100 amps may be subject to an additional labor charge.

ACCC ELECTRICAL JURISDICTION
(Requires labor and/or material)

- All under-carpet distribution of electrical wiring.
- All distribution, light hanging or general labor in any space larger that 200 sq. ft.
- All facility overhead distribution of electrical wiring, including coaxial cable, fiber optics, twisted pair, etc., and the distribution of same from product to booth and from booth to booth.
- All connections requiring 208 volts and above.
- All motor and equipment hook-ups requiring hard wiring connections.
- Installation and/or repair of electrical fixtures.
- Installation of all computers.
- Installation of electrical motors and electrical apparatus to be energized.
- All electrical signs and headers.
- Labor is required to inspect equipment pre-wired to plug into our system.
- Exhibitors are not permitted to use power unless ordered. Exhibitors found using outlets without an order will be subject to the regular rate for outlets used.

Rigging: Please call for quote.

LABOR REQUEST FOR ELECTRICAL DISTRIBUTION: ←

Date: _____ Time: _____

This Labor order will not be processed until we receive a completed electrical order, credit card authorization, and or floor plan. Please indicate neighboring booth and aisle numbers.

☐ DO NOT Proceed – Exhibitor Will Call For Labor

☐ OK to Proceed Without Supervision – Per Attached Floor Plan

METHOD OF PAYMENT

☐ Check Enclosed: No: _____ ☐ Credit Card *Provide Information Above*

Your credit card authorization is required for labor and material charges. For your convenience we will also charge the card for any additional amounts incurred as a result of showsite orders placed by you or your representative.

ELECTRICAL CODE

Electrical requirements for an exhibit at all convention facilities are for the safety of all exhibitors and are based on national electrical codes and local ordinances.

Too frequently, fires have been traceable to faulty wiring, sometimes because of carelessness and sometimes because of lack of understanding of the risks involved.

In the interest of public safety, exhibits at all convention facilities may be inspected to determine if any violations exist. If they are found, qualified electricians are available to correct the problem. This work will be performed on a time and material basis.

If the exhibitor does not wish to have the fault corrected, electrical service to the offending booth will not be connected.

If an exhibitor is not informed or does not understand basic safety standards for electrical wiring, an electrician should be consulted before shipment is made to convention facilities.

Serious risks are involved which can be eliminated by understanding basic requirements of safe wiring inside your booth.

For the safety of you and the public, remember these points:

- All wiring must have a 3-wire grounded cord with a minimum of #14 gauge.
- Spot or flood lighting is a hazard when lamps are too close to fabrics or other material which can be affected by heat.
- The use of clip-on sign sockets, latex or lamp cord wire in displays, or the use of 2-wire clamp on fixtures, is prohibited by order of fire prevention bureaus at trade shows and conventions.
- Zip cords or two-wire cords are ungrounded and could result in safety hazards. Their use is forbidden in all convention facilities. **Please leave all 2-wire cords at home!**

USE TIMESAVING WIRING METHODS AND DISTRIBUTION SYSTEM

Whenever possible, in conformance with the electrical code, use multiconductor interconnecting cables with approved quick-connect plugs or fittings. Here is a list of the plugs that match our equipment receptacles:

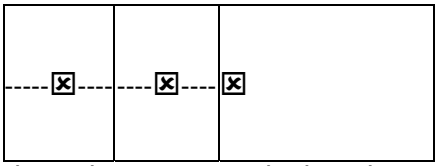
- **15 amp 120 volt: Standard U-ground cord cap**
- **20 amp 208 volt 1ø or 3 ø:Leviton 3521-C non nema**
- **30 amp 208 volt 1ø or 3 ø:Leviton 3521-C non nema**
- **60 amp 208 volt 1Ø or 3Ø: Daniel Woodhead Trade Show Plug Y560P**
- **100 amp 208 Volt 1Ø or 3Ø: Litton Veam Trade Show Plug CIRO1GRH**

Exhibitors who require many standard outlets may wish to incorporate a power distribution system into their booth. Please contact our staff if you need more information. Initial hook up to distribution system and all distribution from system both 208 and 110 volt to be done by our staff.

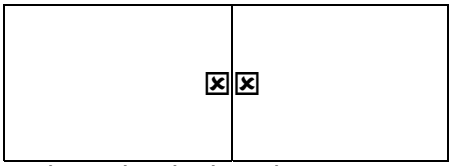
COMMONLY ASKED QUESTIONS

Where will my outlet be located?

There are four different types of trade show booths: Line booths, Peninsula Booths, Back-to-Back Peninsula Booths, and island booths. Each type of booth has its own standard methods of installation. In the following diagrams, the symbol ☒ represents the approximate location of power outlets.



Line Booths **Peninsula Booths**



Back-to-Back Peninsula Booths

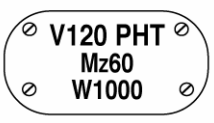
Island Booths

Line Booths, Peninsula Booths, or Back-to-Back Peninsula Booths **:** Your pre-ordered electrical outlet will be installed at the rear of your booth, at the drape line.

Island Booths **: Your electrical outlet will be placed on the perimeter at one location at our discretion if no floorplan is submitted. Multiple outlet locations will be charged on a labor and material basis. All other distribution will be done on a time and material basis. ALL POWER IN THIS FACILITY ORIGINATES IN THE FLOOR. IF AN OVERHEAD DROP IS SPECIFICALLY REQUESTED, THERE WILL BE ADDITIONAL CHARGES FOR THE LABOR, LIFT, AND CABLE REQUIRED TO RUN THE OVERHEAD CONNECTION.**

How much power will I need?

Calculate your lighting needs by adding wattage in each location. For other equipment, read the ratings from the metal plates attached to each unit.



120 Volt Single Phase
50 Cycle
1000 Watts

230 Volts
30 Amps
3 Phase

Dry Cleaning and Laundry Expo 2008
October 25th – 26th 2008
Atlantic City, NJ
Show # 7230

TELECOM & INTERNET SERVICE ORDER FORM

COPY FOR YOUR RECORDS

Atlantic City Convention Center
Your Northeast Business Address

Full payment is required to process order. Return with 100% remittance to:

ACCC Utilities ● One Miss America Way ● Atlantic City, NJ 08401 USA ● Phone (609) 449-2291 ● Fax (609) 449-2464 FED ID#232511871

COMPANY | BOOTH NUMBER

ADDRESS | STREET | CITY | STATE | ZIP | COUNTRY

PHONE | FAX | PURCHASE ORDER NUMBER

AUTHORIZED CONTACT SIGNATURE | AUTHORIZED CONTACT ● ***PLEASE PRINT*** | DATE

☐ MASTERCARD ☐ VISA ☐ AMERICAN EXPRESS | **EXPIRATION DATE**

ACCOUNT NUMBER

CARDHOLDER SIGNATURE | CARDHOLDER'S NAME ● ***PLEASE PRINT***

ADVANCE RATE DEADLINE DATE: October 10th 2008

By signing and delivering this form to ACCC Utilities, customer agrees to all terms and conditions printed on this form.
Orders submitted without payment will not be processed.

QUANTITY	DESCRIPTION	ADVANCE RATE	REGULAR RATE	TOTAL
	BASIC PHONE LINE *(includes dial 9, for voice/fax/modem, unrestricted Phone line & instrument)*			
	Basic phone line	$235.00	$275.00	
	Hunt/Rollover & Toll restriction(price per service)	$10.00	$10.00	
	ISDN DATA LINES – *(ISDN modem/equipment required)-* ***not recommended for Internet access***			
	BRI-ISDN (1-B channel – 64K)	$295.00	$442.50	
	BRI-ISDN (2-B channel – 128K)	$400.00	$600.00	
	INTERNET CONNECTION *– utilizing 10MB Ethernet connection to fiber optic backbone with RJ45 twisted pair connection to the booth (Network Interface Card (NIC) required)* **PLEASE RUN UPDATED ANTI VIRUS SOFTWARE ON YOUR COMPUTER BEFORE YOUR ARRIVAL AT THE FACILITY.***			
	One IP Address	$495.00	$742.50	
	Add'l IP Address @ same location (within same booth or mtg. Room)	$175.00	$262.50	
	LAN CONNECTIONS *(within booth, booth to booth, booth to mtg. Room)* ***(does not include internet connectivity)***			
	LAN-10MB Ethernet	$345.00	$517.50	
	Add'l LAN 10MB at same location	$75.00	$112.50	
	LAN-100MB Ethernet	$375.00	$562.50	
	Add'l LAN 100MB at same location	$80.00	$120.00	

PLEASE INDICATE LOCATION OF LINES

/---------- REAR----------/
/ /
LEFT RIGHT
/ /
/----------AISLE----------/

1. SUB TOTAL	$
2. SALES TAX 7%	$
3. PAYMENT ENCLOSED	$

Dates of Service_____

IMPORTANT

• Outgoing phone calls will be billed at the following rates: Local: $.07/min., long distance $.46/min., Toll free $.50 per call.

• To receive the advance rate, we must receive your order, along with payment in full or credit card authorization, on or before deadline date. All other orders will be charged at the regular rate.

- In order to process orders in advance, locations of connections must be indicated (see diagram below). For meeting room connections, a detailed floor plan must be included. Failure to indicate location will result in your line being placed in rear of booth and/or may result in delay of service or add'l charges.

• No credits will be issued on unused phone lines installed as ordered.

Only written cancellations will be accepted and must be received seven days before show move in.

TERMS & CONDITIONS

• The ACCC is the exclusive provider of telecommunications for the Atlantic City Conv. Center.

- Exhibitors should pick up phone instruments at the Telecomm. Service desk.
- Exhibitors will be responsible for the protection and return of any equipment rented from ACCC. Equipment should be returned to the Service Desk at the close of the event.
- A $100 per single line set charge and a $300 multi-line set charge will be billed to your credit card if sets are damaged or not returned.
- A detailed statement of calls will be invoiced at the conclusion of the show and charged to the credit card provided. Credit card receipts and detail of calls will be mailed to the exhibitor.
- Telecommunications panels, floor boxes and equipment must be accessible at all times. Panels, floor boxes and equipment shall not be rendered inaccessible to ACCC Telecom personnel.
- Unless otherwise directed, ACCC techs are authorized to cut floor coverings. Telephone service is provided from floor boxes on 30-ft. centers.
- ACCC is responsible for Internet and other ACCC installed cable connections from point of demarcation to exhibitor booth. Services are limited to cable installation and IP address assignment. It is the responsibility of the exhibitor to supply connectors, connect cable to exhibitor equipment, configure exhibitor equipment and properly operate equipment. ACCC will troubleshoot ACCC installed components only.
- ACCC is not responsible for lost connections or traffic interruptions. We will work with third parties to resolve circuit issues on a best effort basis. No refunds or discounts will be given for service interruptions or other network service related downtime.
- *** **THE ACCC IS NOT RESPONSIBLE FOR SERVICE INTERRUPTION DUE TO VIRUS INFECTION.**
- The exhibitor must file disputes concerning service with the Service desk prior to the close of the event.
- A minimum of $50 will be charged to move an installed line.
- Prices subject to change without notice.
- ACCC does not allow the construction of wireless networks in the Facility.

FOR OFFICE USE ONLY:

Exh. No. _____ Phone Ext. #:_____

Payment: _____ Date Rec'd:_____

Dry Cleaning and Laundry Expo 2008
October 25th – 26th 2008
Atlantic City, NJ
Show # 7230

PLUMBING ORDER FORM

COPY FOR YOUR RECORDS

Atlantic City Convention Center
Your Northeast Business Address

Full payment is required to process order. Return with 100% remittance to:

ACCC Electrical ● One Miss America Way ● Atlantic City, NJ 08401 USA ● Phone (609) 449-2291 ● Fax (609) 449-2464 FED ID# 232511871

COMPANY				BOOTH NUMBER	
ADDRESS	Street	city	state	zip	country
PHONE		FAX	PURCHASE ORDER NUMBER		
AUTHORIZED CONTACT SIGNATURE		AUTHORIZED CONTACT ● *PLEASE PRINT*		DATE	

☐ MASTERCARD ☐ VISA ☐ AMERICAN EXPRESS — **EXPIRATION DATE**

ACCOUNT NUMBER

CARDHOLDER SIGNATURE ✕ — CARDHOLDER'S NAME ● *PLEASE PRINT*

ADVANCE RATE DEADLINE DATE: October 10th 2008

By signing and delivering this form to ACCC Electrical, customer agrees to all terms and conditions printed on this form.
We do not accept orders without payment.

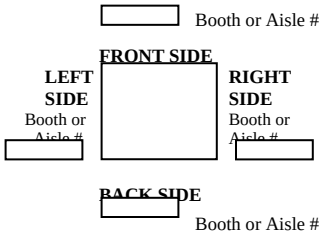
QUANTITY	DESCRIPTION	ADVANCED RATE	REGULAR RATE	TOTAL
COMPRESSED AIR LINES – Plumber to make all connections/One connection per line				
	1/4" Air Line 15CFM	$235.00	$ 352.00	
	3/8" Air Line 30CFM	$352.00	$ 528.00	
	1/2" Air Line 50CFM	$472.00	$ 589.00	
	Additional Connections (to line ordered – ea.)	$ 93.00	$ 144.00	
Does not include Labor. Labor charge is additional				
WATER LINES – Plumber to make all connections/One connection per line				
	1/4" Water Line	$155.00	$ 232.00	
	3/8" Water Line	$180.00	$ 270.00	
	1/2" Water Line	$206.00	$ 283.00	
	3/4" Water Line	$232.00	$ 309.00	
	Additional Connections (to line ordered – ea.)	$ 93.00	$ 144.00	
Does not include Labor. Labor charge is additional				
DRAIN LINES –Plumber to make all connections				
	3/4" Drain Line	$142.00	$ 157.00	
	1" Drain Line	$177.00	$ 196.00	
	Additional Connections (to line ordered – ea.)	$103.00	$ 155.00	
Does not include Labor. Labor charge is additional				
NATURAL GAS LINES – Plumber to make all connections/One connection per line				
	1/2" Gas Line	$470.00	$ 705.00	
	3/4" Gas Line	$587.00	$ 881.00	
	1" Gas Line	$733.00	$ 1082.00	
	Additional Connections (to line ordered – ea.)	$103.00	$ 155.00	
Does not include Labor. Labor charge is additional				
WATER FILL & DRAIN – Includes regular Time Labor				
	Up to 100 Gallons	$113.00	$ 155.00	
	Additional 100 Ga	$36.00	$ 52.00	
1. SUB TOTAL			$	
2. SALES TAX 7%			$	
3. PAYMENT ENCLOSED			$	

COMPRESSED AIR

- The Official Show Plumber will not be responsible for moisture or water in air line. Exhibitor should supply their own filter or other equipment to handle moisture or water.
- The Official Show Plumber should have fifteen (15) days notice if special regulators or filters are to be supplied on a rental basis only.
- Compressed air lines are 1/4", 1/2", 3/8", and 3/4." Any other size is considered a special request. Call for quote.
- Air is available during show hours only. There will be an additional charge for use after hours. Call for rates.
- All connections must be made by the Official Show Plumber.
- **COMPRESSORS WHICH ARE NOT A FIXED PART OF YOUR MACHINE ARE NOT PERMITTED.**

LOCATION OF COMPRESSED AIR OR GAS SERVICE

indicate where required.



PLUMBING LABOR

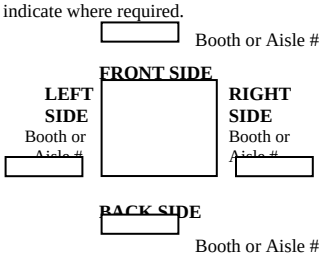
- All connections will require labor that will be billed at showsite.
- Labor before 8:00 am and after 4:00 pm and Saturdays, Sundays and Holidays will be at the Overtime Rate. **Overtime labor will be charged for shows closing @ 2pm**
- Labor Rates: $77.00 per hour Regular Time. $154.00 per hour Overtime..
- **Gas lines and labor will be charged from point of attachment to inside of booth.**
- All gas lines are overhead.

WATER LINES AND DRAINS

- Water and drain lines are priced by the foot, depending on location of booth and distance from plumbing service. 25 feet of line is included in the initial cost. Additional footage may be necessary in order to reach your booth and to avoid crossing aisles. Additional footage will be billed at $0.50 per foot.
- Standard water lines are 1/2", 3/4", and 1." Any other size is considered a special request. Call for quote.
- Water pressure may vary. If pressure is critical, a pressure regulator valve may be installed.
- **Certain types of installations may require additional labor**.
- Ramping will be available on a time and material basis.
- **All connections must be made by the Official Show Plumber**.

LOCATION OF COMPRESSED WATER AND DRAIN SERVICE

indicate where required.



CANCELLATION POLICY

- Items cancelled after show move-in begins or after installation will be charged at 100% of original price.

PAYMENT POLICY

- To obtain the advance rate, full payment must be included with your order. All orders must be received no later than the deadline date noted above. All invoices must be settled at our Service Desk prior to the closing of the show.
- **No telephone orders accepted.**

LABOR REQUEST FOR PLUMBING LABOR: ←

Date: _____ Time: _____

METHOD OF PAYMENT

☐ Check Enclosed: No: _____ ☐ Credit Card *Provide Information Above*

Your credit card authorization is required for labor and material charges. For your convenience we will also charge the card for any additional amounts incurred as a result of showsite orders placed by you or your representative.

VISTA CONVENTION SERVICES
The Company With Vision

SmartSource
COMPUTER & AUDIO VISUAL RENTALS

OFFICIAL AV & COMPUTER RENTAL ORDER FORM

FOR MORE INFORMATION PLEASE CALL – Keith Shane (610) 940-9500 Ext. 203

****NOTE: ALL PRICING IS FOR ENTIRE LENGTH OF SHOW****

Qty	Equipment	Event Rate	Total
PLASMA FLAT PANEL MONITORS			
	42” Plasma Monitor – SVGA, 800 X 600, Desk Stand & Speakers Included	$795.00	
	37” Plasma Monitor – XGA, 1024 X 768, Desk Stand, Speakers built-in	$995.00	
	50” Plasma Monitor – SXGA, 1280 X 1024, Desk Stand & Speakers Included	$1395.00	
	Dual Post Floor Stand for above Plasmas	$145.00	
	Wall Mounting Bracket for above Plasmas	Included	Included
LCD FLAT PANEL MONITORS			
	17” LCD Monitor – 1280x1024 Max Resolution	$195.00	
	20” LCD Monitor – 1600x1200 Max Resolution	$295.00	
	32” LCD Monitor – 1600x1200 Max Resolution	$595.00	
	Wall Mount for above Flat Panel LCD Monitors	$25.00	
DESKTOP COMPUTERS – 17” CRT Monitor, NIC, Keyboard, Mouse, Windows XP, MS Office XP			
	P4 1.7GHz, 256MB RAM, 20GB HD, CD	$160.00	
	P4 2.6GHz, 1GB RAM, 40GB HD, DVD/CDRW	$175.00	
	P4 3GHz, 1GB RAM, 80GB HD, DVD/CDRW	$195.00	
	Upgrade Monitor with PC Rental to 17” LCD	$45.00	
	Upgrade Monitor with PC Rental to 20” LCD	$145.00	
LAPTOPS – Windows XP, MS Office XP			
	P4 1.8GHz, 512MB RAM, 40GB HD, DVD, 10/100 NIC, Wi-Fi	$250.00	
	Centrino 1.5GHz, 512MB RAM, 40GB HD, DVD/CDRW, 10/100 NIC, Wi-Fi	$295.00	
PRINTERS, FAXES & COPIERS			
	HP 4100N LaserJet Printer	$195.00	
	HP 4500N or 4600N Color LaserJet Printer	$595.00	
	Plain Paper Laser Fax Machine	$195.00	
PRESENTATION EQUIPMENT			
	DVD Player or VCR Player w/ Auto Repeat (circle choice)	$95.00	
	20” Video Monitor	$125.00	
	27” Video Monitor	$175.00	
	XGA 2000 Lumen LCD Projector	$495.00	
	XGA 3000 Lumen LCD Projector	$995.00	
	6’ or 8’ Tripod Projection Screen	$95.00	
	54” Draped Cart	$75.00	
AUDIO EQUIPMENT			
	Booth Sound System – 2 Anchor Amplified Speakers w/ Stands, 1 Wired Handheld Mic, 1 Wireless Handheld or Lavaliere Mic, Mixer.	$395.00	
	JBL 150Watt Amplified Speaker w/ Stand	$150.00	
	Wireless Microphone – Circle One (Lavalier or Handheld or Headset)	$195.00	
	Wired Handheld Microphone	$75.00	
	Audio Mixer	$75.00	
HUBS, SWITCHES, D/As & CABLES			
	16 Port 10/100 Network Hub	$75.00	
	RJ45 Network Cable	$1 per foot	
	RGB or VGA (choose) Distribution Amp - 1 Input, 6 Output w/ 25’ RGB Cable	$195.00	
	RGB or VGA (choose) Switch Box - 1 Input, 6 Output w/ 25’ VGA Cable	$195.00	
	25’ VGA or RGB Cable	$25.00	
		RENTAL EQUIPMENT TOTAL	

ORDERS RECEIVED WITHIN 1 WEEK OF SHOW ARE SUBJECT TO A 20% RUSH SURCHARGE

ORDERS RECEIVED WITHIN 1 WEEK OF SHOW ARE SUBJECT TO A 20% RUSH SURCHARGE

SERVICE: All rentals include 24x7 service & support.

DELIVERY/PICKUP: A representative from your organization must be in the booth at the time of delivery to sign for the equipment. If a repeat delivery is required, an additional charge will apply. Any changes to scheduled delivery time within 7 days of the event will result in an additional charge. DRAYAGE/UNION HANDLING FEES ARE NOT INCLUDED AND ARE THE CUSTOMERS RESPONSIBILITY.

DELIVERY/PICK-UP CHARGES: Delivery charge is equal to 10% of equipment subtotal (minimum $75).

ADDITIONAL LABOR CHARGES: Add $75 for Delivery/Pickup of Plasmas. Add $75 for outside the hours of 8-5. Add $75 for a delivery on Saturday or Sunday. Add $75 for a pickup on Saturday or Sunday.

PAYMENT: SmartSource requires payment in full at the time your order is placed. Payment includes but is not limited to Equipment Rental, Delivery and Tax.

DAMAGE WAIVER: Covers damage to equipment while on show site. Does not cover lost or stolen equipment.

CREDIT CARD: For your convenience, we will use this authorization to charge your credit card for your advance orders and any additional fees incurred as a result of on-site orders by your representatives. These fees include any services provided by SmartSource or charges we incur on your behalf.

CANCELLATION: Cancellation of rental equipment and services must be made 7 days prior to delivery. No refunds will be made to any order where cancellation is made less than 7 days prior to delivery.

RESPONSIBILITY: Customer is responsible for all loss and damage to equipment. All orders are subject to SmartSource standard terms and conditions.

RENTAL EQUIPMENT TOTAL FROM PAGE 1	
OPTIONAL - DAMAGE WAIVER INSURANCE - 3% OF RENTAL TOTAL	
DELIVERY/PICK-UP 10% OF SUB-TOTAL $75 MINIMUM	
ADDITIONAL LABOR CHARGES (IF NECESSARY, SEE TO LEFT FOR DETAILS)	
SUB TOTAL	
SALES TAX – APPLIED AT LOCAL RATE OF EVENT	
TOTAL*	

FAX TO: 610-940-9501
OR MAIL TO:
SmartSource 4110 Butler Pike, Suite A100, Plymouth Meeting, PA, 19462

FOR MORE INFORMATION
CALL: (610) 940-9500
Keith Shane – EXT 203

PLEASE FILL IN ALL BOXES BELOW – PLEASE PRINT NEATLY OR TYPE

EXHIBITION INFORMATION

Company Name (On booth)

Booth # & Hall/Room Name

Show Site Contact

Show Site Contact Cell Phone #

/ / 8-12 or 1-5
Setup Date & Time(circle one)

/ / 8-12 or 1-5
Pick-up Date & Time(circle one)

Venue Address

City State ZIP

Your Phone # Your Fax #

Ordered By

Show / Event Name:

PAYMENT INFORMATION

Company Name

Billing Address

City State ZIP

Credit Card Number Exp. Date

Authorized Signature

Print Name

Email Address

CREDIT CARD TYPE

☐ MasterCard ☐ VISA ☐ AMERICAN EXPRESS

ORDER COMMENTS / INSTRUCTIONS

Drycleaning & Laundry Expo **Show Dates** **October 25-26, 2008** **A.C.C.C. Atlantic City**

THE SECRET GARDEN
2 CENTRAL SQUARE
LINWOOD, NJ 08221
Phone (609) 926-8999
Fax (609) 926-1356
www.secretgardenlinwood.com

EXHIBITOR

PRICE and ORDER FORM

FLORAL ORDER FORM

FLORAL ARRANGEMENTS	Cost Each	Quantity	Total
Fresh Floral Arrangement 12 - 14" High	50.00		
Fresh Floral Arrangement 15 - 18" High	65.00		
Exotic Floral Arrangement 14" High	75.00		
Exotic Floral Arrangement 24" High	100.00		

RENTAL GREEN & FLOWERING PLANTS	Cost Each	Quantity	Total
Chrysanthemums __ yellow __ white __ lavender	16.50		
Azaleas __pink __red __white	28.00		
Seasonal Flowering Plant - Cyclamen	35.00		
Green Table Plant	20.00		
Medium __ fern __ ivy __ pothos	25.00		
Large Fern	30.00		
3 Foot Green Foliage Plant	35.00		
4 Foot Green Foliage Plant	45.00		
5 Foot Green Foliage Plant	55.00		
6 Foot Green Foliage Plant	65.00		
7 Foot Green Foliage Plant	80.00		
ADVANCE ORDER SPECIAL 1 Fresh Floral Arrangement 15 - 18" High 1 Green Table Plant 2 - 3 Foot Green Foliage Plants	130.00		
		SUBTOTAL	
		7% SALES TAX	
		TOTAL	

ON SITE ORDERS SUBJECT TO AVAILABILITY

PRICES INCLUDE INSTALLATION, SERVICING AND REMOVAL OF ALL PLANTS AT END OF SHOW

ALL PLANTS INCLUDE DECORATIVE CONTAINERS

HELIUM AND BALLOONS AVAILABLE - CALL FOR DETAILS

PLEASE CONSULT US FOR SPECIAL ITEMS NOT LISTED ABOVE

RETURN THIS ORDER FORM WITH PAYMENT TO *THE SECRET GARDEN*

Company _____ Phone _____
Address _____ Fax _____
City _____ State ___ Zip Code _____ Email _____
Contact _____ **BOOTH #** _____

PAYMENT POLICY: ALL ORDERS MUST BE PAID IN ADVANCE

Enclose your check or credit card information as indicated below. Make checks payable to: ***THE SECRET GARDEN***

☐ American Express (15 digits) ☐ Visa (13 or 16 digits) ☐ MasterCard (16 digits) ☐ Check

Credit Card Number ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐ Expiration Date ☐☐ ☐☐

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 M M Y Y

Authorized Signature *Name on Card*

Lead Collection at the Drycleaning and Laundry Expo 2008 by The Seminar Group

Reserve your Badge Scanner by October 10, 2008 for Pre-Show Discount!

Please use this form to reserve a badge scanner for use during the **Drycleaning and Laundry Expo 2008**. **Availability is subject to sellout.** See our website at **TheSeminarGroup.com** or call us at 941-492-2460 for more information. Fax to 941-375-2754 to order.

--- PLEASE PRINT ---

SHOW NAME: Drycleaning and Laundry Expo 2008 **SHOW DATES:** October 25-26, 2008

COMPANY NAME: _____

ADDRESS: _____ **BOOTH NUMBER:** _____

CITY: _____ **STATE/PROVINCE:** _____ **PHONE:** _____

ZIP/POSTAL CODE: _____ **COUNTRY:** _____ **FAX:** _____

CONTACT NAME: _____ **EMAIL:** _____

$20 off ORDER TOTAL if paid before October 10, 2008

The Palm-Style Laser Scanner

- ✓ **No need to remove badge from badge holder**
- ✓ **Daily Backup provided at the service desk**

SORT OPTIONS (Choose One)

_____ **Company Name (Default Sort)**

_____ **Last Name** _____ **Time Scanned**

_____ **State** _____ **Zip Code**

_____ **Lead Question** ____ **(See back for optional programming form)**

PALM-STYLE LASER SCANNERS

____ **Palm-Style Laser Scanner** **$ 149.00**

____ **Additional Scanner (same account)** **$ 99.00**

FOR MULTIPLE SCANNERS
Submit separate order form if keeping data separate.

OUTPUT OPTIONS

__1__ **Hard Copy Report (included)** **- No Charge -**

_____ **Emailed Data - per data file (optional)** **$ 35.00**

Subtotal _____

Less $20 Early Payment Discount _____

ORDER TOTAL _____

Exhibitor agrees to pay current market replacement value for lost, stolen or damaged Palm–Style Laser Scanners and/or infared printers. The Seminar Group accepts reservations for services via fax or mail.
Credit card, valid account number, expiration date and signature must accompany ALL orders.

Pay By: ☐ **Visa** ☐ **MasterCard** ☐ **American Express** ☐ **Check**

Acct # _____ Exp. Date_____ Card Verification Number:_____

Billing Address: _____ City: _____ ST: _____ Zip: _____

Cardholder Name: _____ Signature: _____

Reserve Your Badge Scanner by Mail or Fax

The Seminar Group, Inc 250 Hill House Road Toone, TN 38381
Phone 941-492-2460 Fax 941-375-2754

Programming Worksheet

Your Company Name: _____

Lead qualification (optional at no charge) enables either style badge reader to collect additional information on each person whose badge you scan. Please use this worksheet to program the questions you'd like to ask. If you need assistance our staff will be onsite to provide it.

For best results, try to limit your programming to two or three questions. Exhibit booths are very busy places, and when time is short, long question sessions tend to get skipped altogether by passing one badge after another through the reader slot.

Question One: **(16 character limit)**_____

☐ Yes/No
Yes
No

☐ Multiple Choice (0-9)
0. No Answer
1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____

Question Two: _____

☐ Yes/No
Yes
No

☐ Multiple Choice (0-9)
0. No Answer
1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____

Question Three: _____

☐ Yes/No
Yes
No

☐ Multiple Choice (0-9)
0. No Answer
1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____

Question Four: _____

☐ Yes/No
Yes
No

☐ Multiple Choice (0-9)
0. No Answer
1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____

Question Five: _____

☐ Yes/No
Yes
No

☐ Multiple Choice (0-9)
0. No Answer
1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____

Question Six: _____

☐ Yes/No
Yes
No

☐ Multiple Choice (0-9)
0. No Answer
1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____

Question Seven: _____

☐ Yes/No
Yes
No

☐ Multiple Choice (0-9)
0. No Answer
1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____

PLEASE PRINT NEATLY. Questions and answers are useful if you need to know something extra about the attendees whose badges you scan. Keep in mind when making up your questions and possible answers, the badge reader only accepts one answer per question.

SAMPLE "Yes/No" QUESTION: "Decision Maker? Yes/No"

SAMPLE MULTIPLE CHOICE QUESTION: "Interest Level: 1) Low 2) Medium 3) High"

The badge reader's display has a **16 character limitation** per question or response. Programming questions are optional, but without them the badge reader simply reads the bar-coded information and its keyboard is not usable.

AGILE

TRADE SHOW & EVENT FURNISHINGS, INC.

your vision. our focus.

TRIBECA

LC-614

LC-615

LC-616

Tribeca			W x D x H
LC - 614	Sectional	Black Micro Fiber	34” x 24” x 18”
LC - 615	Corner	Black Micro Fiber	35” x 24” x 18”
LC - 616	Bench	Black Micro Fiber	61” x 20” x 17”

LC-803

LC-804

LC-805

LC-800

LC-801

LC-802

MALIBU

Malibu - Red			W x D x H
LC - 803	Sofa	Red Leather	77” x 34” x 32”
LC - 804	Chair and a Half	Red Leather	53” x 34” x 32”
LC - 805	Bench	Red Leather	53” x 27” x 16”

Malibu - White			W x D x H
LC - 800	Sofa	White Leather	77” x 34” x 32”
LC - 801	Chair and a Half	White Leather	53” x 34” x 32”
LC - 802	Bench	White Leather	53” x 27” x 16”

BARCELONA & PALOMA

LC-601

LC-602

LC-603

LC-604

LC-605

LC-606

LC-613

LC-612

Barcelona			W x D x H
LC - 601	Club Chair	Red Leather	30.5” x 35” x 18”
LC - 602	Ottoman	Red Leather	24” x 24” x 17”
LC - 603	Club Chair	White Leather	30.5” x 35” x 18”
LC - 604	Ottoman	White Leather	24” x 24” x 17”
LC - 605	Club Chair	Black Leather	30.5” x 35” x 18”
LC - 606	Ottoman	Black Leather	24” x 24” x 17”

Paloma			W x D x H
LC - 613	Chair	Charcoal	39” x 30” x 17”
LC - 612	Chair	Red	39” x 30” x 17”

LC-611

LC-610

LC-609

LC-618

TO-201

TO-202

TL-102

SAUSALITO

Sausalito			W x D x H
LC - 611	Sofa	Black Micro Suede	83" x 32" x 32"
LC - 610	Loveseat	Black Micro Suede	59" x 32" x 32"
LC - 609	Club Chair	Black Micro Suede	39" x 32" x 32"
TL - 102	Table Lamp	Chrome/Frosted Glass	24" H

Sausalito			W x D x H
LC - 618	Club Chair	Cobalt Blue Swirl Fabric	39" x 32" x 32"
Princeton			**W x D x H**
TO - 201	Coffee Table	Black-Glass	45" x 21" x 16"
TO - 202	End Table	Black-Glass	21" x 22" x 21"

CAMBRIDGE

LC-403

LC-402

LC-401

TO - 303

TO - 302

TO - 301

FL-100

TL-100

Cambridge			**W x D x H**
LC - 403	Sofa	Champagne Velour Fabric	76” x 30” x 30”
LC - 402	Love Seat	Champagne Velour Fabric	66” x 30” x 30”
LC - 401	Club Chair	Champagne Velour Fabric	32” x 30” x 30”
Metropolitan			**W x D x H**
TO - 303	Console Table	Cherry Wood/Brushed Nickel Foot	52” x 17” x 30”
TO - 302	End Table	Cherry Wood/Brushed Nickel Foot	26” x 22” x 24”
TO - 301	Coffee Table	Cherry Wood/Brushed Nickel Foot	48” x 30” x 19”
Corona			**H**
TL - 100	Table Lamp	Brushed Nickel-White Fabric Shade	24” H
FL - 100	Floor Lamp	Brushed Nickel-White Fabric Shade	65” H

LC-608

LC-607

LC-617

FL-102

Pacifica			**W x D x H**
LC - 608	Sofa	Soft Plum Velour	77” x 30” x 17”
LC - 607	Club Chair	Soft Plum Velour	39” x 30” x 17”
LC - 617	Bench	Soft Plum Velour	61” x 20” x 17”
Touchier			**H**
FL - 102	Floor Lamp	Black	65” H

PACIFICA

KOBE/CUBES

LC-706

LC-707

LC-708

LC-709

LC-703

LC-701

LC-704

LC-702

Kobe			W x D x H
LC - 706	Kobe	Black Micro Suede	34” x 21” x 17”
LC - 707	Kobe	Soft Plum Micro Suede	34” x 21” x 17”
LC - 708	Kobe	Citrus Micro Suede	34” x 21” x 17”
LC - 709	Kobe	Tangerine Micro Suede	34” x 21” x 17”

Cubes			W x D x H
LC - 703	Cubes	Black Micro Suede	17” x 17” x 17”
LC - 701	Cubes	Concentric Print Red Fabric	17” x 17” x 17”
LC - 704	Cubes	Sunflower Fabric	17” x 17” x 17”
LC - 702	Cubes	Red Micro Suede	17” x 17” x 17”

LC-303

LC-302

LC-301

TO-601

TO-602

TL-101

TO-501

TO-502

PRINCETON

Princeton			**W x D x H**
LC - 303	Sofa	Black Leather	77" x 34" x 32"
LC - 302	Loveseat	Black Leather	54" x 34" x 32"
LC - 301	Club Chair	Black Leather	34" x 34" x 32"
Sterling			**W x D x H**
TO - 601	Coffee Table	Glass/ Silver	36"D x 16"
TO - 602	End Table	Glass/Silver	25"D x 21"

Rialto			**H**
TL - 101	Table Lamp	Brushed Chrome	24" H
Hampton			**W x D x H**
TO - 501	Coffee Table	Maple/Sliver	48" x 24" x 17"
TO - 502	End Table	Maple/Silver	24"D x 21"

MANHATTAN

LC-203

LC-202

LC-201

FL-101

TO-700

TO-701

TO-702

Manhattan			**W x D x H**
LC - 203	Sofa	Grey Velour Fabric	86” x 36” x 30”
LC - 202	Loveseat	Grey Velour Fabric	65” x 36” x 30”
LC - 201	Club Chair	Grey Velour Fabric	47” x 36” x 30”
Westport			**W x D x H**
TO - 700	Coffee Table	Espresso Wood/Brushed Nickel	50” x 30” x 18”
TO - 701	End Table	Espresso Wood/Brushed Nickel	24” x 26” x 20”
TO - 702	Console Table	Espresso Wood/Brushed Nickel	48” x 18” x 28”
Up Light			**H**
FL - 101	Floor Lamp	Chrome/Frosted Glass	65” H

LC-103

LC-102

LC-101

TO-101

TO-102

LC-705

TO-401

TO-402

Westchester			W x D x H
LC - 103	Sofa	Cognac Leather	88” x 38” x 37”
LC - 102	Loveseat	Cognac Leather	67” x 38” x 37”
LC - 101	Club Chair	Cognac Leather	47” x 38” x 37”
LC - 705	Ottoman	Cognac Leather	24” x 24” x 19”

Westchester			W x D x H
TO - 101	Coffee Table	Antique Silver/Gold-Glass	52” x 26” x 18”
TO - 102	End Table	Antique Silver/Gold-Glass	24” x 24” x 22”
Hamilton			**W x D x H**
TO - 401	Coffee Table	Cherry Wood/Black-Glass	50” x 28” x 18”
TO - 402	End Table	Cherry Wood/Black-Glass	24” x 22” x 21”

LENNOX/SILK BACK

SB-201

TB-103

SB-202

TB-206
TB-207

Lennox			**W x D x H**
SB - 201	Bar Stool	Mahogany Wood-Cream	19" x 17" x 45.5"
TB - 103	Bar Table	Mahogany Wood	36" x 36" x 41"
Silk Back			**W x D x H**
SB - 202	Bar Stool	Clear/Black/Chrome Frame	18" x 17" x 41.5"
TB - 206	Bar Table	30" Black /Chrome Base	30"D x 42"
TB - 207	Bar Table	36" Black /Chrome Base	36"D x 42"

SB-208

TB-100

TB-102

SB-203

TRAVE/BOMBE

Trave			W x D x H
SB - 208	Bar Stool	Red Leather/Chrome	18.5" x 18.5" x 32.5"
TB - 100	Bar Table	Glass/Truss Base	26"D x 42"
Bombe			**W x D x H**
TB - 102	Bar Table	Two Tier Black/Chrome	28"D x 42"
SB - 203	Bar Stool	Black/Chrome	18.5" x 34"

CARMEL

SB-200

TB-101

BC-121

Carmel			W x D x H
SB - 200	Bar Stool	Maple/Nickel Cream	18" x 17" x 43"
TB - 101	Bar Table	Maple/Nickel	30"D x 42"
BC - 121	Étagère	Maple/Silver 4 Glass Shelves	26" x 22" x 58"

TG-400

TG-401

TG-402

TG-403

CH-308

CH-307

Chrome & Glass Tables			W x D x H
TG - 400	Table	5' Chrome/Glass	60" x 36" x 29"
TG - 403	Table	42" Chrome/Glass	42" D x 29"
Trestle Table			**W x D x H**
TG - 401	Table	4' Chrome/Glass	48" x 32" x 29"

Trestle Table			W x D x H
TG - 402	Table	32" Chrome/Glass	32" x 32" x 29"
Silk Back Chairs			**W x D x H**
CH - 308	Chair	Clear/Black/Chrome w/Arms	20.5" x 17"x34"
CH - 307	Chair	Clear/Black/Chrome w/out Arms	17" x17" x 34"

EURO BLACK

SB-204

CH-301

CH-302

TC-504
TC-505
TC-108

Euro Black			W x D x H
SB - 204	Barstool	Black Vinyl	21” x 23” x 43”
CH - 301	Chair	Black Fabric w/out Arms	19” x 17”
CH - 302	Chair	Black Fabric w/Arms	22” x 17”
TC - 504	Café Table	30” Black/Chrome Base	30”D x 29”
TC - 505	Café Table	36” Black/Chrome Base	36”D x 29”
TC - 108	Café Table	42” Black/Chrome Base	42”D x 29”
TC - 502	Café Table	30” Black/Black Base	30”D x 29”
TC - 503	Café Table	36” Black/Black Base	36”D x 29”
TC - 107	Café Table	42” Black/Black Base	42”D x 29”
TB - 204	Bar Table	30” Black/Black Base	30”D x 42”
TB - 205	Bar Table	36” Black/Black Base	36”D x 42”

TC-502
TC-503
TC-107

TB-204
TB-205

CH-309

CH-311

SB-209

TC-102

TC-500
TC-501

TB-200
TB-201

Euro Maple			**W x D x H**
CH - 309	Chair	Maple/Black/Chrome	20” x 20” x 30”
TC - 102	Café Table	42” Maple/Chrome	42”D x 29”
Park Ave.			**W x D x H**
CH-311	Café Chair	Maple/Chrome	16” x 18” x 31”
SB-209	Barstool	Maple/Chrome	16” x 19” x 43”

Park Ave.			**D x H**
TC - 500	Café Table	30” Maple/Chrome Base	30”D x 29”
TC - 501	Café Table	36” Maple/Chrome Base	36”D x 29”
TB - 200	Bar Table	30” Maple/Chrome Base	30”D x 42”
TB - 201	Bar Table	36” Maple/Chrome Base	36”D x 42”

CONFERENCE

CH-404

CH-405

CH-201

CH-200

TC-600
TC-601

TC-312

Also Available In:

Black Grey

TC-300
TC-301
TC-309
TC-303
TC-307
TC-302

Conference Tables & Chairs			W x D x H
CH - 404	Chair	High Back Executive Blue/Black Fabric	22" x 20" x 39"
CH - 405	Chair	High Back Executive Black/Chrome/Poly	23" x 22" x 40"
CH - 201	Chair	High Back Executive Black Fabric	25" x 27" x 45"
CH - 200	Chair	Mid-Back Executive/Black Fabric	25" x 27" x 39"
TC - 600	Table	6' Maple Rectangle	72" x 36"
TC - 601	Table	8' Maple Rectangle	96" x 48"
TC - 312	Table	6' Black Racetrack Oval Special T	72" x 36"

Conference Tables			W x D x H
TC - 300	Table	10' Grey Racetrack Oval	120" x 48"
TC - 301	Table	10' Black Racetrack Oval	120" x 48"
TC - 309	Table	6' Black Racetrack Oval	72" x 36"
TC - 303	Table	8' Black Racetrack Oval	96" x 48"
TC - 307	Table	6' Mahogany Racetrack Oval	72" x 36"
TC - 302	Table	8' Mahogany Racetrack Oval	96" x 48"

CH-102

CH-101

CH-100

CH-907

CH-202

CH-203

CH-400
CH-401

SD-100
SD-101

CONFERENCE

Conference Chairs			W x D x H
CH - 102	Chair	Guest Black Leather-Sled Base	24" x 25" x 36"
CH - 101	Chair	High Back Executive Black Leather	26" x 25" x 46"
CH - 100	Chair	Mid-Executive Black Leather	26" x 25" x 35"
CH - 907	Chair	Parsons Black Fabric	25" x 18.5" x 39"
CH - 202	Chair	Guest Black Fabric/Sled Base	25" x 22" x 36"

Conference Chairs			W x D x H
CH - 203	Chair	High Back Executive Grey Fabric	25" x 23" x 46"
Task Chairs			**W x D x H**
CH - 400	Chair	Black/Casters w/Arms	24" x 24" x 36"
CH - 401	Chair	Black/Castersw/out Arms	22" x 24" x 36"
SD - 100	Stool	Black Fabric/Casters w/Arms	24" x 24" x 36"
SD - 101	Stool	Black Fabric/Casters w/out Arms	20 " x 24" x 36"

OFFICE

DE-131
DE-136

CR-212

LF-206

DE-206
DE-201

CR-205

DE-102

CR-100

BC-103

Contemporary Maple			W x D x H
DE - 131	Desk	Double Pedestal	60” x 30” x 29”
DE - 136	Desk	Single Pedestal	60” x 30” x 29”
CR - 212	Credenza	Storage	72” x 20” x 29”
LF - 206	Lateral File	2 Drawer w/Lock	36” x 20” x 29”
Transitional Walnut			**W x D x H**
DE - 206	Desk	Double Pedestal	60” x 30” x 29”

Transitional Walnut			W x D x H
DE - 201	Desk	Executive-Double Pedestal	72” x 36” x 29”
CR - 205	Credenza	Storage	72” x 20” x 29”
Contemporary Grey			**W x D x H**
DE - 102	Desk	Double Pedestal	60” x 30” x 29”
CR - 100	Credenza	Storage	60” x 20” x 29”
BC - 103	Bookcase	5 Shelves	36” x 12” x 72”

DE-300

CR-301

LF-204

CH-908

CH-904
CH-905

BC-107

BC-109

TC-104

CH-900

DE-601

Traditional Mahogany			W x D x H
DE - 300	Desk	Double Pedestal	72” x 36” x 29”
CR - 301	Credenza	Storage	72” x 21” x 29”
CH - 908	Chair	High Back Burgundy Leather	29” x 30”x 44.5”
BC - 107	Bookcase	5 Shelves	36” x 12” x 72”
CH - 904	Chair	Guest	25” x 22.5” x 31”
CH - 905	Chair	Guest w/Casters	25” x 22.5”x 31”

Transitional Walnut			W x D x H
LF - 204	Lateral File	2 Drawer w/Lock	36” x 20” x 29”
BC - 109	Bookcase	5 Shelves	36” x 12” x 72”
Queen Anne			**W x D x H**
TC - 104	Table	42” Mahogany	42” D x 29”
CH - 900	Chair	Mahogany/Cream	18” x 19” x 37”
DE - 601	Writing Desk	Mahogany 1 Drawer	42” x 21” x 29”

ACCESSORIES

LF-106

Also Available In:

Grey

VF-202
VF-203
VF-200
VF-201

LF-101

AC-111

AC-112

Also Available In:

White Grey

PE-103 PE-108 PE-113
PE-102 PE-107 PE-112
PE-101 PE-106 PE-111

Also Available In:

White Grey

PE-104
PE-109
PE-114

TO-605

TO-603
TO-604

Accessories			W x D x H
LF - 106	Lateral File	2 Drawer Black	36" x 20" x 29"
VF - 202	Vertical File	4 Drawer Black-Legal	26" x 18" x 52"
VF - 203	Vertical File	4 Drawer Grey-Legal	26" x 18" x 52"
VF - 200	Vertical File	2 Drawer Black-Legal	26" x 18" x 29"
VF - 201	Vertical File	2 Drawer Grey-Legal	26" x 18" x 29"
LF - 101	Lateral File	2 Drawer Grey	36" x 20" x 29"
AC - 111	Refrigerator	Compact 4 cu ft	19" x 21" x 33.5"
AC - 112	Bar	Black 2 Shelves	48" x 16" x 42"
PE - 103	Pedestal	Black	14" x 14" x 30"
PE - 102	Pedestal	Black	14" x 14" x 36"
PE - 101	Pedestal	Black	14" x 14" x 42"

Accessories			W x D x H
PE - 108	Pedestal	Grey	14" x 14" x 30"
PE - 107	Pedestal	Grey	14" x 14" x 36"
PE - 106	Pedestal	Grey	14" x 14" x 42"
PE - 113	Pedestal	White	14" x 14" x 30"
PE - 112	Pedestal	White	14" x 14" x 36"
PE - 111	Pedestal	White	14" x 14" x 42"
PE - 104	Pedestal	Black	24" x 24" x 36"
PE - 109	Pedestal	Grey	24" x 24" x 36"
PE - 114	Pedestal	White	24" x 24" x 36"
TO - 605	Pedestal	Table Black	24" x 24" x 21"
TO - 603	Pedestal	Table Black	24" x 24" x 16"
TO - 604	Pedestal	Table Black	30" x 30" x 16"

Design: www.bt-2.com Photography: www.cassidyphoto.com

AC-100

ES-100

AC-104

SR-100
SR-101

Also Available In:

White Grey

PE-100
PE-105
PE-110

TC-700

TC-701

ACCESSORIES

Accessories			W x D x H
AC - 100	Coat Tree	Black	70" H
ES - 100	Easel	Wood/Oak	36" W x 72" H
AC - 104	Literature Rack	Black Metal	9" x 14" x 54.5"
SR - 100	Stanchion	Chrome	36" H
SR - 101	Stanchion Rope	Red Velour	6'

Accessories			W x D x H
PE - 100	Storage Pedestal	Black w/ keyboard tray-w/Casters	24" x 24" x 42"
PE - 105	Storage Pedestal	Grey w/keyboard tray-w/Casters	24" x 24" x 42"
PE - 110	Storage Pedestal	White w/keyboard tray-w/Casters	24" x 24" x 42"
TC - 700	Computer Counter	Walk-up-Graphite	48" x 24" x 42"
TC - 701	Computer Desk	Graphite	48" x 24" x 29"

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Page No.	Code	Description	Price
Page 2	LC-614	Tribeca - Armless Sectional - Black	$250.00
	LC-615	Tribeca - Corner - Black	$275.00
	LC-616	Tribeca - Bench - Black	$250.00
Page 3	LC-803	Malibu - Sofa - Red Leather	$575.00
	LC-804	Malibu - Chair and a Half - Red Leather	$450.00
	LC-805	Malibu - Bench - Red Leather	$385.00
	LC-800	Malibu - Sofa - White Leather	$575.00
	LC-801	Malibu - Chair and a Half - White Leather	$450.00
	LC-802	Malibu - Bench - White Leather	$385.00
Page 4	LC-601	Barcelona -Club Chair - Red Leather	$350.00
	LC-602	Barcelona -Ottoman - Red Leather	$165.00
	LC-603	Barcelona -Club Chair - White Leather	$350.00
	LC-604	Barcelona -Ottoman - White Leather	$165.00
	LC-605	Barcelona -Club Chair - Black Leather	$350.00
	LC-606	Barcelona -Ottoman - Black Leather	$165.00
	LC-613	Paloma - Swivel Chair - Charcoal Leather	$200.00
	LC-612	Paloma - Swivel Chair - Red Leather	$200.00
Page 5	LC-611	Sausalito -Sofa - Black	$385.00
	LC-610	Sausalito -Loveseat - Black	$355.00
	LC-609	Sausalito -Club Chair - Black	$250.00
	LC-618	Sausalito -Club Chair - Cobalt Blue	$295.00
	TO-201	Princeton -Coffee Table - Black/Glass	$165.00
	TO-202	Princeton -End Table - Black/Glass	$150.00
	TL-102	Up Light - Table Lamp - Chrome/Frosted Glass	$80.00
Page 6	LC-403	Cambridge - Sofa - Champagne	$435.00
	LC-402	Cambridge - Loveseat - Champagne	$380.00
	LC-401	Cambridge - Club Chair - Champagne	$295.00
	TO-303	Metropolitan - Console Table - Cherrywood	$185.00
	TO-302	Metropolitan - End Table - Cherrywood	$150.00
	TO-301	Metropolitan - Coffee Table - Cherrywood	$165.00
	TL-100	Corona - Table Lamp - Brushed Nickel / White Shade	$80.00
	FL-100	Corona - Floor Lamp - Brushed Nickel / White Shade	$135.00
Page 7	LC-608	Pacifica - Sofa - Soft Plum	$480.00
	LC-607	Pacifica - Club Chair - Soft Plum	$350.00
	LC-617	Pacifica - Bench - Soft Plum	$250.00
	FL-102	Torchier - Floor Lamp - Black	$135.00
Page 8	LC-706	Kobe - Ottoman - Black	$150.00
	LC-707	Kobe - Ottoman - Soft Plum	$150.00
	LC-708	Kobe - Ottoman - Citrus	$150.00
	LC-709	Kobe - Ottoman - Tangerine	$150.00
	LC-703	Cube - Ottoman - Black	$80.00
	LC-701	Cube - Ottoman - Concentric Print - Red/Sunflower	$80.00
	LC-704	Cube - Ottoman - Sunflower	$80.00
	LC-702	Cube - Ottoman - Red	$80.00
Page 9	LC-303	Princeton - Sofa - Black Leather	$450.00
	LC-302	Princeton - Loveseat - Black Leather	$395.00
	LC-301	Princeton - Club Chair - Black Leather	$325.00
	TO-601	Sterling - Coffee Table - Glass/Silver	$155.00
	TO-602	Sterling - End Table - Glass/Silver	$145.00
	TL-101	Rialto - Table Lamp - Brushed Chrome	$80.00
	TO-501	Hampton - Coffee Table - Maple/Sliver	$160.00
	TO-502	Hampton - End Table - Maple/Sliver	$150.00
Page 10	LC-203	Manhattan - Sofa - Grey	$435.00
	LC-202	Manhattan - Loveseat - Grey	$380.00
	LC-201	Manhattan - Club Chair - Grey	$295.00
	FL-101	Up Light - Floor Lamp - Chrome/Frosted Glass	$135.00
	TO-700	Westport - Coffee Table - Espresso/Brushed Nickel	$160.00
	TO-701	Westport - End Table - Espresso/Brushed Nickel	$150.00
	TO-702	Westport - Console Table - Espresso/Brushed Nickel	$195.00

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Page No.	Code	Description	Price
Page 11	LC-103	Westchester - Sofa - Cognac Leather	$495.00
	LC-102	Westchester - Loveseat - Cognac Leather	$435.00
	LC-101	Westchester - Club Chair - Cognac Leather	$335.00
	TO-101	Westchester - Coffee Table - Antique Silver/Gold/Glass	$165.00
	TO-102	Westchester - End Table - Antique Silver/Gold/Glass	$155.00
	LC-705	Westchester - Ottoman - Cognac Leather	$165.00
	TO-401	Hamilton - Coffee Table - Cherrywood/ Black/Glass	$175.00
	TO-402	Hamilton - End Table - Cherrywood/ Black Glass	$160.00
Page 12	SB-201	Lenox - Bar Stool - Mahogany Wood-Cream	$160.00
	TB-103	Lenox - Bar Table - Mahogany Wood-Cream 42" H	$195.00
	SB-202	Silk Back Bar Stool - Black/Clear/Chrome	$145.00
	TB-206	Black/Chrome - 30" Bar Table 42" H	$160.00
	TB-207	Black/Chrome - 36" Bar Table 42" H	$170.00
Page 13	SB-208	Trave - Bar Stool - Red Leather/Chrome	$150.00
	TB-100	Trave - Bar Table - Glass/Chrome 42" H	$250.00
	TB-102	Bombe - Bar Table - Black/Chrome 42" H	$225.00
	SB-203	Bombe - Bar Stool - Black/Chrome	$165.00
Page 14	SB-200	Carmel - Bar Stool - Maple/Nickel/Cream	$145.00
	TB-101	Carmel - Bar Table - Maple/Nickel 42" H	$185.00
	BC-121	Hampton - Étagère - Maple/Nickel/Glass	$395.00
Page 15	TG-400	5' Rectangle Conference Table - Chrome/Glass 29" H	$360.00
	TG-401	Trestle - 4' Rectangle Conference Table - Chrome/Glass 29" H	$275.00
	TG-402	Trestle - 32" Square Conference Table - Chrome/Glass 29" H	$250.00
	TG-403	42" Round Conference Table - Chrome/Glass 29" H	$250.00
	CH-308	Silk Back Chair w/ Arms - Black/Clear/Chrome	$95.00
	CH-307	Silk Back Chair w/ out Arms - Black/Clear/Chrome	$90.00
Page 16	SB-204	Euro Black - Bar Stool	$145.00
	CH-301	Euro Black - Chair w/out Arms	$80.00
	CH-302	Euro Black - Chair w/ Arms	$85.00
	TC-504	Black/Chrome - 30" Round Café Table 29" H	$155.00
	TC-505	Black/Chrome - 36" Round Café Table 29" H	$165.00
	TC-108	Black/Chrome - 42" Round Café Table 29" H	$175.00
	TC-502	Euro Black - 30" Round Café Table 29" H	$155.00
	TC-503	Euro Black - 36" Round Café Table 29" H	$165.00
	TC-107	Euro Black - 42" Round Café Table 29" H	$175.00
	TB-204	Euro Black - 30" Round Bar Table 42" H	$160.00
	TB-205	Euro Black - 36" Round Bar Table 42" H	$165.00
Page 17	CH-309	Euro Maple - Chair w/ Arms - Maple/Black/Chrome	$115.00
	TC-102	Euro Maple - 42" Round Café Table 29" H	$185.00
	CH-311	Park Avenue - Chair - Maple/Chrome	$135.00
	SB-209	Park Avenue - Bar Stool - Maple/Chrome	$150.00
	TC-500	Maple-Chrome - 30" Round Café Table 29" H	$155.00
	TC-501	Maple-Chrome - 36" Round Café Table 29" H	$165.00
	TB-200	Maple-Chrome - 30" Round Bar Table 42" H	$160.00
	TB-201	Maple-Chrome - 36" Round Bar Table 42" H	$170.00
Page 18	CH-404	Conference Chair - High Back - Blue/Black - Gas Lift/Casters	$175.00
	CH-405	Conference Chair - High Back - Black/Chrome/Poly - Gas Lift/Casters	$175.00
	CH-201	Conference Chair - High Back - Black - Gas Lift/Casters	$175.00
	CH-200	Conference Chair - Mid Back - Black - Gas Lift/Casters	$165.00
	TC-600	6' Maple Conference Table - Rectangle 72" x 36"	$395.00
	TC-601	8' Maple Conference Table - Rectangle 96" x 48"	$425.00
	TC-312	6' Black Conference Table - Oval 72" x 36"	$395.00
	TC-300	10' Grey Conference Table - Oval 120" x 48"	$495.00
	TC-301	10' Black Conference Table - Oval 120" x 48"	$495.00
	TC-309	6' Black Conference Table - Oval 72" x 36"	$395.00
	TC-303	8' Black Conference Table - Oval 96" x 48"	$425.00
	TC-310	6' Grey Conference Table - Oval 72" x 36"	$395.00
	TC-304	8' Grey Conference Table - Oval 96" x 48"	$415.00
	TC-307	6' Mahogany Conference Table - Oval 72" x 36"	$395.00
	TC-302	8' Mahogany Conference Table - Oval 96" x 48"	$450.00

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Page No.	Code	Description	Price
Page 19	CH-102	Conference Chair - Mid Back - Black Leather - Sled Base	$175.00
	CH-101	Conference Chair - High Back - Black Leather - Gas Lift/Casters	$215.00
	CH-100	Conference Chair - Mid Back - Black Leather - Gas Lift/Casters	$180.00
	CH-907	Side Chair - Parsons - Black	$135.00
	CH-911	Side Chair - Tulip - Black - Tilt/Casters 26.5"W x 17"D x 33"H (***Not Shown***)	$175.00
	CH-202	Conference Chair - Mid Back - Black - Sled Base	$155.00
	CH-203	Conference Chair - High Back - Black Leather - Gas Lift/Casters	$175.00
	CH-400	Task Chair w/ Arms - Black - Gas Lift/Casters	$130.00
	CH-401	Task Chair w/out Arms - Black - Gas Lift/Casters	$125.00
	SD-100	Task Stool w/ Arms - Black - Gas Lift/Casters	$165.00
	SD-101	Task Stool w/ out Arms - Black - Gas Lift/Casters	$160.00
Page 20	DE-131	Maple Contemporary - Desk - Double Pedestal 60" x 30"	$450.00
	DE-136	Maple Contemporary - Desk - Single Pedestal 60" x 30"	$425.00
	CR-212	Maple Contemporary - Credenza	$425.00
	LF-206	Maple Contemporary - Lateral File - 2 Drawer	$295.00
	DE-206	Walnut Transitional - Desk - Double Pedestal 60" x 30"	$395.00
	DE-201	Walnut Transitional - Executive Desk Double Pedestal 72" x 36"	$440.00
	CR-205	Walnut Transitional - Credenza	$425.00
	DE-102	Grey Contemporary - Desk - Double Pedestal 60" x 30"	$355.00
	CR-100	Grey Contemporary - Credenza	$355.00
	BC-103	Grey Contemporary - Bookcase - 5 Shelves	$310.00
Page 21	DE-300	Mahogany Traditional - Executive Desk Double Pedestal 72" x 36"	$475.00
	CR-301	Mahogany Traditional - Credenza	$475.00
	LF-204	Walnut Transitional - Lateral File - 2 Drawer	$295.00
	CH-908	Conference Chair - High Back - Mahogany Leather	$215.00
	CH-904	Conference Chair - Traditional Mahogany Leather	$180.00
	CH-905	Conference Chair - Traditional Mahogany Leather - Casters	$185.00
	BC-107	Mahogany Traditional - Bookcase - 5 Shelves	$425.00
	BC-109	Walnut Transitional - Bookcase - 5 Shelves	$325.00
	TC-104	Mahogany Traditional - 42" Conference Table 29" H	$350.00
	CH-900	Side Chair - Mahogany/Cream	$125.00
	DE-601	Mahogany Traditional - Writing Desk - 1 Drawer	$275.00
Page 22	LF-106	Lateral File - 2 Drawer - Black	$275.00
	VF-202	Vertical File - 4 Drawer Legal - Black	$165.00
	VF-203	Vertical File - 4 Drawer Legal - Grey	$165.00
	VF-200	Vertical File - 2 Drawer Legal - Black	$135.00
	VF-201	Vertical File - 2 Drawer Legal - Grey	$135.00
	LF-101	Lateral File - 2 Drawer - Grey	$275.00
	AC-111	Refrigerator Compact White - 4 CU FT	$270.00
	AC-112	Bar - 1 Shelf - Black	$250.00
	PE-103	Pedestal - Black 14" x 14" x 30"	$175.00
	PE-102	Pedestal - Black 14" x 14" x 36"	$190.00
	PE-101	Pedestal - Black 14" x 14" x 42"	$225.00
	PE-108	Pedestal - Grey 14" x 14" x 30"	$175.00
	PE-107	Pedestal - Grey 14" x 14" x 36"	$190.00
	PE-106	Pedestal - Grey 14" x 14" x 42"	$225.00
	PE-113	Pedestal - White 14" x 14" x 30"	$175.00
	PE-112	Pedestal - White 14" x 14" x 36"	$190.00
	PE-111	Pedestal - White 14" x 14" x 42"	$225.00
	PE-104	Pedestal - Black 24" x 24" x 36"	$275.00
	PE-109	Pedestal - Grey 24" x 24" x 36"	$275.00
	PE-114	Pedestal - White 24" x 24" x 36"	$275.00
	TO-605	Cube - Black 24" x 24" x 21"	$225.00
	TO-603	Cube - Black 24" x 24" x 16"	$180.00
	TO-604	Cube - Black 30" x 30" x 16"	$195.00
Page 23	AC-100	Coat Tree - Black	$85.00
	ES-100	Easel - Oak	$85.00
	AC-104	Literature Rack - Black	$125.00
	SR-100	Stanchion - Chrome	$50.00
	SR-101	Rope - 6' Red Velour	$40.00
	PE-100	Computer Kiosk - Black w/ keyboard tray - Casters	$350.00
	PE-105	Computer Kiosk - Grey w/ keyboard tray - Casters	$350.00
	PE-110	Computer Kiosk - White w/ keyboard tray - Casters	$350.00
	TC-700	Computer Stand - Walk-up Graphite Nebula	$165.00
	TC-701	Computer Table/Desk - Graphite Nebula	$155.00

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EVENT INFORMATION

Show / Event Name: _____

Opening Date: _____ Time: _____ Closing Date: _____ Time: _____

Facility / Room: _____

Address: _____

City: _____ State: _____ Zip: _____

Show Contractor: _____

BILLING INFORMATION

Company Name: _____

Order Contact: _____

Billing Address: _____

City: _____ State: _____ Zip: _____

Phone: ( ) - Fax : ( ) -

E-mail : _____

EXHIBITOR INFORMATION

Exhibitor Name : _____

Booth #: _____ Booth Size: _____ X _____

Delivery Date: _____ Time: _____

Pick-up Date: _____ Time: _____

On-Site Contact: _____

Cell Phone: ( ) -

Code	Quantity	Description	Price	Amount

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- In order to guarantee delivery, all orders must be received and full payment made no later than 10 days prior to the event.
- If you do not receive confirmation within 7 days, please contact us at 212-736-4200 EXT. 2
- Payment must be made by credit card or check drawn on a U.S. bank

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- Orders received within 10 days prior to the event opening are subject to a 20% late fee.

ON-SITE ORDERS:
- Order received on show site will be subjected to a 30% late fee.

CANCELLATIONS:
- If canceled within 5 days prior to move-in a 50% restocking fee will be charge.
- If canceled within 36 hours or less before move-in, no refund will be processed

Subtotal	
Adjustments	
Delivery / Pick-up	
Subtotal	
____ % Sales Tax	
TOTAL	

Authorized Signature: X _____ Date: _____

PAYMENT INFORMATION

☐ American Express ☐ Master Card ☐ Visa

Credit Card #: _____ Expiration Date: ____ / ____

Print Name on Card: _____ **Signature of Card Holder:** X _____